

Paid Time Off (PTO)

Updated October 2022

Full-time, pro-rata and part-time benefit-eligible employees* are provided Paid Time Off (PTO) days based on the employee’s classification, length of service, and their regularly scheduled workweek. PTO days can be used for vacation, personal or family illnesses, emergencies, or personal business.

Eligibility and Accrual Schedule

Each benefit-eligible employee* accumulates PTO days as they work throughout the year. PTO benefits will be accrued, or earned, up to the annual maximum according to the following schedule for full-time employees:

Classification of Employment Years of Service	Bi-weekly Hourly Accrual (8 Hour Min Day)	Maximum Hours Per Year (8 Hour Min Day)	Maximum Days Per Year
Administrative Officer			
1 st year of employment	5.54	144	18
After 1 st year of employment	8.62	224	28
Staff			
1 st year of employment	4.0	104	13
2 nd and 3 rd year of employment	7.08	184	23
After 3 rd year anniversary	8.62	224	28

*Full-time and pro rata coaches in the Department of Athletics do not participate in the accrual of PTO benefits.

The accrual rate will increase on the bi-weekly payroll following each applicable anniversary date. Salaried pro-rata staff and Hourly part-time staff will accrue PTO at a pro-rata percentage of full-time individuals with equal classification and years of service.

Employees begin accumulating PTO from their hire date and may begin using accumulated time after 60 days of employment. The benefit year for PTO will be July 1 through June 30. The first pay period ending on or following July 1 each year will be scheduled for a reset of benefits. This reset will clear the previous year’s balance of allowed, taken, and balance hours and begin a new accrual based on the classification of employment, length of service, and normal work schedule as of July 1. Accumulated paid time off balances will be updated biweekly on each employee’s payroll check documentation. Accrued PTO benefits for employees who are within their orientation period as of July 1 will be carried over to the next benefit year.

PTO will continue to accrue when employees are off work utilizing PTO benefits. PTO will not accrue when:

- employees are on an unpaid leave of absence

- employees are away from work in an unpaid situation
- during periods of extended Short Term Disability (STD) or lost time salary continuation from the Bureau of Workers' Compensation (BWC).

Individuals receiving salary continuation under STD or BWC will stop accruing additional PTO benefits after the first 10 days paid under STD or BWC. The PTO accrual will stop immediately upon a subsequent period of STD in the same fiscal year provided the 10 day elimination period has been reached. When an employee begins an extended period of paid STD or BWC benefit, the PTO benefits currently in their bank for use during the current benefit year will remain for their use upon return from leave or can be used as supplemental pay during periods of less than full-time salary continuation through STD or BWC. PTO benefits will begin to accrue again upon return to work. Accrued PTO balances as of June 30 for those utilizing paid STD benefits during the year are not carried over into the next fiscal year.

Employees with accrued but unused PTO will be required to apply such accrued PTO to any period of unpaid absence under the FMLA until such paid time off is exhausted.

PTO days available each year must be taken between July 1 and June 30. This PTO plan allows employees to utilize PTO benefits that are not yet accrued resulting in a negative balance within the fiscal year between hours accrued and hours taken. It is the responsibility of each employee in consultation with their supervisor to ensure that the number of PTO days taken in a fiscal year does not exceed their annual maximum. Employees will not be permitted to carry days from one year to the next. In the event that an annual PTO benefit is exceeded due to unforeseen circumstances, the number of excess days will be deducted from the next fiscal year's balance.

Scheduling

Each department supervisor is responsible for authorizing and scheduling PTO use so as not to interfere with the operation of the department and so that all staff members are eligible to receive their earned PTO time. PTO must therefore be scheduled to meet the work requirements of the department but every effort is to be made to satisfy the employees' requests for specific dates. Departments that experience "slack" or "down" periods may require that PTO time be taken during these times. Departments that experience "peak" work periods may require that PTO be unavailable during these times. When practical, employees should be informed of such requirements or limitations in advance.

PTO should not be scheduled or taken without a formal request and prior approval of the employee's supervisor. The immediate supervisor maintains the discretion to authorize or deny PTO that is requested without advance notice. In such cases, the supervisor may or may not grant PTO based on the operational needs of the department and the circumstances surrounding the need for the PTO request. It is the supervisor's responsibility to ensure that PTO is accounted for properly through the University's automated timekeeping system.

Employees transferring to a new department will bring their PTO balance with them to their new department. When an employee changes status from temporary to regular employment with no break in service, PTO determination is retroactive to their original hire date. The accrual rate for employees changing status from part-time to full-time or from full-time to part-time will increase or decrease as appropriate on the bi-weekly payroll following the status change.

Balance at Termination of Employment

Individuals who terminate employment before earning all the PTO that has been taken will have the value of the unearned days deducted in the computation of their final pay. Individuals who have not used all of their earned PTO balance at the time of termination of employment will be reimbursed for unused PTO in their final pay.

Limited Cash Option

A limited benefit-to-salary conversion option is available for hourly staff members in the Departments of Public Safety, Campus Facilities , and the Children's Center. For full-time employees, up to 10 days of unused PTO time will be eligible for conversion to additional compensation at the rate of 100% of the hourly rate for the earned year payable on the first full payroll of the next fiscal year. Part-time benefit eligible employees will be eligible for additional compensation for unused PTO time up to the normal number of scheduled hours in a biweekly pay period. Full-time staff members in the Department of Buildings and Grounds are eligible to convert up to 5 days of unused PTO. Part-time benefit eligible employees in the Department of Buildings & Grounds will be eligible for additional compensation for unused PTO time up to the normal number of scheduled hours in a normal work week.