



<b>Policy Number:</b>	5521-06	<b>Policy Section:</b>	Institutional Support
<b>Original Effective Date:</b>	1/1/05	<b>Policy Title:</b>	Paid Time Off for Staff
<b>Date Last Revised:</b>	2/1/2021	<b>Department:</b>	Human Resources

**Purpose:**

Full-time and part-time benefitted employees of the University are provided with personal paid time off (“PTO”) from work for purposes of vacation, illness, or personal reasons. The provision of PTO is not required by law, is a benefit of employment, and is available to employees to use as-needed. The amount of paid time off available to each employee for these reasons is based upon his/her length of service with the University.

Full-time and part-time benefit-eligible employees of the University are also provided with PTO for the purposes of bereavement, jury/witness duty, and holidays. Paid time off for holidays applies to holidays designated by the University. Paid time off for jury/witness duty and bereavement is provided on an as-needed basis.

**Scope:**

This policy applies to Staff and Administrative Faculty, including those who work partly or exclusively on a remote basis. For Faculty Leave guidelines, please refer to Policy 5506-04.

**Procedure:**

1.0 Personal PTO may be used for:

- 1.1 vacation;
- 1.2 illness (self or a dependent family member);
- 1.3 personal reasons, such as doctor appointments, personal business, etc.;
- 1.4 Family and Medical Leave to the extent that the employee has unused PTO available, (see policy 5521-08, Family and Medical Leave);
- 1.5 inclement weather, when time off is voluntary (i.e., when the University does not close). Employees will be paid for their regularly scheduled time when the University closes due to inclement weather, extended power outage, or other unforeseen reason. Exceptions: Certain Campus Services and Security employees designated as “essential” may be required to work during weather or emergency-related closures. Flex time may be provided in lieu of a closure day worked.
- 1.6 military leave, at the employee’s option (see policy 5521-11, Military Leave).

2.0 Designated PTO:

2.1 PTO as stated above is not intended to be used for the reasons listed below, as the University provides designated PTO specifically for these. PTO may be used for the following reasons as needed throughout the year and is in addition to the PTO mentioned in 1.0, above:

2.1.1 Holidays and Scheduled Closings

2.1.1.1 Employees in certain jobs are required to work some or all scheduled holidays and closings based on the duties of their jobs or requirements of their departments. Flex time may be provided in lieu of a holiday worked.

2.1.1.2 Generally, University-observed holidays and scheduled closings are as follows. These are subject to change.

- 2.1.1.2.1 New Year’s Day
- 2.1.1.2.2 Martin Luther King, Jr. Day
- 2.1.1.2.3 Good Friday
- 2.1.1.2.4 Memorial Day
- 2.1.1.2.5 Independence Day, or the Friday or Monday observed instead when July 4 falls on a Saturday or Sunday  
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- 2.1.1.2.6 The remaining weekdays in the observed Independence Day week
  - 2.1.1.2.7 Fall Break (a Monday and Tuesday in October, observed in lieu of Labor Day)
  - 2.1.1.2.8 Thanksgiving Day, as well as the day before and day after Thanksgiving
  - 2.1.1.2.9 Christmas Eve Day
  - 2.1.1.2.10 Christmas Day
  - 2.1.1.2.11 The week between Christmas and New Year's Day.
- 2.1.2 The University may select a business day to be observed as a holiday in lieu of a holiday that falls on a weekend.
- 2.2 Bereavement Leave
- 2.2.1 Full-time employees are paid for up to three (3) consecutive work days for the purpose of bereavement and for attending the funeral of an immediate family member. "Immediate family member" includes: spouse, child, brother, sister, parent, grandparent.
  - 2.2.2 Full-time employees receive one (1) day's pay for attending the funeral of other family members such as: parent-in-law, step-parent, step-child, or relative residing in the same household.
  - 2.2.3 If additional time off is needed for bereavement-related absence, the employee may use available personal PTO.
- 2.3 Jury Duty and Witness Leave
- 2.3.1 The University will grant full-time employees who are selected to be on a jury with paid leave of absence equal to the length of the trial.
  - 2.3.2 Employees subpoenaed to testify in a trial will be paid for the time necessary to do so only when the request to testify is on behalf of or related to the University.
  - 2.3.3 Employees called to serve on a jury or as a witness will be required to produce court documents showing the dates of participation and attendance.
- 3.0 Requesting Use of PTO
- 3.1 For planning and scheduling purposes, employees are required to request PTO in advance whenever possible. If staffing, work load, or scheduling issues necessitate the employee's selection of alternative time off, the employee is required to work with his or her supervisor to reschedule Personal PTO.
  - 3.2 No advance notice is required when employees need to use PTO for medical or other emergency situations. To the degree possible, employees are to provide notification of their absence to their supervisor prior to their regular start time.
  - 3.3 Employees who need three or more consecutive days off for their own illness, or for the serious health condition of their child, parent, or spouse, are required to notify the Department of Human Resources, as Family and Medical Leave Act rights may apply.
  - 3.4 At least two (2) weeks advance request is required to be made and supervisor's approval received for use of PTO for the following:
    - 3.4.1 On the regularly-scheduled days before and after a University-observed holiday or scheduled closing;
    - 3.4.2 Foreseeable medical reasons such as scheduled appointments and procedures;
    - 3.4.3 Time off of three or more days, unless for unforeseeable medical or other emergency reasons.
  - 3.5 At least one (1) month advance request is to be made and supervisor's approval received for use of PTO of one week or more unless for unforeseeable medical or other emergency reasons.
- 4.0 Full-day and Partial-day PTO Use
- 4.1 In compliance with the Fair Labor Standards Act guidelines:
    - 4.1.1 Employees in exempt positions must use PTO time in half-day or full-day increments. This does not apply when PTO is used for intermittent leave as per the Family and Medical Leave Act.
    - 4.1.2 Employees in non-exempt positions may use PTO in increments as permitted by the timekeeping system in the employee's department. Each PTO day will be considered equal to 1/5 of the employee's normal weekly work hours.

5.0 Personal PTO

5.1 Allotment

5.1.1 During the year in which the employee is hired, Personal PTO available for the calendar year is according to the chart below.

PERSONAL PTO ALLOTMENT DURING FIRST CALENDAR YEAR OF EMPLOYMENT			
Hire Date Jan. – Mar.	Hire Date April – June	Hire Date July – Sept.	Hire Date Oct. – Dec.
15	11	7	2

5.1.2 As of January 1 following the beginning of benefit-eligible employment, employees are allotted Personal PTO as stated under the column TOTAL PTO DAYS PER YEAR in the chart below, and may use PTO up to the per-year total at any time during the year. The allotments shown by quarter only pertain to payout or reimbursement upon termination (see 5.3 and 5.4).

PERSONAL PTO ALLOTMENT FOLLOWING CALENDAR YEAR OF HIRE					
YEARS OF SERVICE COMPLETED AS OF JANUARY 1st	TOTAL PTO DAYS PER YEAR	PTO Payout upon termination, if unused as of stated quarter.			
		Jan. – Mar.	Apr. - June	July – Sept.	Oct. – Dec.
Less than 5	18	5	5	4	4
5 or more	22	6	6	5	5

5.1.3 Staff employees who began benefit-eligible employment prior to January 1, 2016 are grandfathered be allotted Personal PTO as stated under the column TOTAL PTO DAYS PER YEAR in the chart below and may use PTO up to the per-year total at any time during the year. The allotments shown by quarter only pertain to payout or reimbursement upon termination (see 5.3 and 5.4).

PERSONAL PTO ALLOTMENT FOLLOWING CALENDAR YEAR OF HIRE					
YEARS OF SERVICE COMPLETED AS OF JANUARY 1st	TOTAL PTO DAYS PER YEAR	PTO Payout upon termination, if unused as of stated quarter.			
		Jan. – Mar.	Apr. - June	July – Sept.	Oct. – Dec.
5, but less than 10	22	6	6	5	5
10 or more	28	7	7	7	7

5.2 Personal PTO Carry-over to the Following Calendar Year

Unused personal paid time off may not be carried over to the following calendar year.

5.3 Payment to Employee Upon Termination

5.3.1 Employees may not use personal PTO to extend employment.

5.3.2 Employees who have unused personal PTO will be paid up to the amount allotted as of the calendar quarter in which they terminate employment (see charts under 5.1.2 and 5.1.3, above).

5.3.3 Employees are eligible for payment of unused personal PTO only when:

5.3.3.1 termination is voluntary and notice has been provided to the University according to 7.1, below; or

5.3.3.2 termination is initiated by the University for reasons unrelated to reorganization due to a fiscal crisis.

5.4 Reimbursement to University Upon Termination

5.4.1 Upon termination of employment initiated by the employee, employees who have used personal PTO in excess of that which has been allotted as of the calendar quarter in which employment terminates will be required to reimburse the University for the excess vacation used. This reimbursement will be made through a reduction to the employee’s final pay.

5.4.2 Repayment of overused personal PTO is not required of employees whose termination is involuntary due to a reduction-in-force or at-will decision initiated by the University.

5.5 Payment at Year-End

No payment is made to employees for unused personal PTO at the end of the calendar year.

6.0 Flex Time

Flexible schedule, or “flex time” is a deviation from a regular schedule which provides paid time off when employees are approved to work alternate hours due to the University’s needs or for the employee’s benefit. Supervisors may provide flex time to employees on a mutually-beneficial basis.

6.1 Flex time is optional, not required, and therefore shall not accrue or be payable to the employee upon termination of employment.

6.2 Flex time shall be approved by a dean or director.

6.3 Non-exempt employees must be paid for time worked, and may not be paid for time not worked, except where PTO is used.

6.4 For exempt employees, flex time shall *not* be used or tracked as “compensatory-time” which is thought of as paid time off in lieu of time worked on an hour-for-hour or day-for-day basis.

6.5 Terminating employees may not use flex time to extend employment, nor is pay in lieu of flex time permitted.

Examples of Flex Time:

- Late start-time days when evening work is required
- Light seasonal work schedules in lieu of heavy schedules during other times of the year
- Adjusted a.m. or p.m. hours allowing the employee time off to attend to doctor’s appointments or the like
- Time off in lieu of time worked during an emergency closure or University holiday

7.0 Personal PTO as Related to Period of Notice of Termination

7.1 Employees who are resigning their position are requested to provide a period of notice at least equal to the annual personal PTO for which they are eligible. For example, an employee with 3 years of service, having 16 personal PTO days, is requested to provide 16 business days of notice.


7.2 Since the purpose of a notice period is to allow for a period of transition, employees are not permitted to use personal PTO during this period, except for emergencies or unexpected health reasons.

8.0 Requesting Time Off in Excess of Allotted PTO

Within a calendar year, employees must use available personal PTO before they may take time off on an unpaid basis. Please refer to policies 5521-08, Family and Medical Leave, 5521-10, Personal Leave and 5521-11, Military Leave for information pertaining to employees’ eligibility for and use of unpaid time off.

9.0 Record Keeping

Personal paid time off must be properly requested through and recorded in the payroll Paid Time Off function.

  
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President’s Cabinet Member

February 1, 2021  
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Date