

Rule 5-200B: Paid Time Off (PTO), Holidays, and Other Paid Leave for University of Utah Hospitals and Clinics Staff Members. Revision 2. Effective Date: July 1, 2016

I. Purpose and Scope

The purpose of this rule is to implement Policies 5-200 (Leaves of Absence – Health Related), 5-201 (Leaves of Absence – Non-Health Related), 5-300 (Holidays), and 5-301 (Vacation Leave), and align the paid time off, holidays, and other paid leave practices for staff employees of the University of Utah Hospitals and Clinics (UUHC) with the practices of peer health care institutions and the needs of hospital and clinic operations while creating flexibility for a diverse workforce, allowing employees to own all of their accrued time and reducing unscheduled absences. This Rule applies only to staff employees of the University of Utah Hospitals and Clinics. Regulations governing all other University employees (including all University Faculty, all non-faculty academic employees, and Staff employees of all units other than UUHC) are provided in Rule 5-200A (Scope, Eligibility and Limitations for Leaves of Absence – Health-Related); Policy 5-201 (Leaves of Absence – Non-Health-Related); Rule 5-300A (Scope, Eligibility and Limitations for Holidays – University Employees Other Than UUHC); and Rule 5-301A (Scope, Eligibility, and Limitations for Vacation Leave – University Employees Other Than UUHC).

II. Definitions

- A. The definitions provided in Policy 5-001, Employee Definitions, apply for purposes of this Rule, including these defined terms: Employee, Benefits-eligible Position, Full-time Equivalent (FTE), Staff Member, Exempt (Salaried) Position, Non-exempt (Hourly) Position, and Temporary.
- B. Paid Time Off (PTO): PTO refers to accrued time, not including paid Holidays, that may be used by employees for any personal reason, including but not limited to observance of vacation, sick leave or other health related absences. PTO provided under this Rule incorporates and substitutes for the paid vacation and sick leave provided to non-UUHC employees of the University under other Regulations, and incorporates and substitutes for the Annual Personal Preference Holidays, which will not be provided separately.
- C. Extended Sick Leave ("ESL"): ESL refers to sick leave accruals earned during UUHC employment prior to the October 1, 2012 date of initial implementation of this Rule.

D. Holiday ("HOL"): refers to the benefit of paid days provided to UUHC employees as designated paid holidays observed by the University of Utah, as described in Policy 5-300 (but for purposes of this Rule for UUHC employees not including Annual Personal Preference Holidays).

III. Rule

A. Paid Time Off (PTO) Benefits.

1. PTO Eligibility: UUHC staff members are eligible for PTO benefits if they hold Benefits Eligible positions at not less than 0.75 FTE. UUHC staff in temporary positions, or whose permanent assignment is for less than 75% FTE, are not eligible for PTO benefits.
2. PTO accrual rates:
 - a. Eligible Employees accrue PTO benefits monthly, at rates determined by the Employee's position, years of service (rates increase in five-year steps), and FTE of the employee position.
 - b. The applicable rates for 1.0 FTE positions are shown in Table 1 below.
 - c. Eligible employees working less than 1.0 FTE, but at least .75 FTE will accrue amounts pro-rated by their FTE.
 - d. Eligible employees working .50 to .74 FTE will accrue at 25% of the full time benefited rate, pro-rated by their FTE.
3. Annual PTO carry-over limits.
 - a. The maximum PTO accrual that may be carried over to each new calendar year by UUHC Managers, Directors and Executive Directors is 600 hours (15 weeks for a full-time employee). Any hours that exceed 600 hours at the end of the calendar year will be paid to the employee.
 - b. The maximum PTO accrual that may be carried over to each new calendar year by all other UUHC Staff Members is 520 hours (13 weeks for a Full-time Employee). Any hours that exceed 520 at the end of the calendar year will be paid to the employee.
4. PTO during leaves. PTO benefits continue to accrue during leaves of absence with pay, but not during leaves of absence without pay.

B. Holiday (HOL) Benefits.

1. HOL Eligibility: Employees in positions of .50 FTE or greater (20 hours per week or more) are eligible for paid Holiday benefits.
2. HOL Accrual Rates: Holiday benefits (for all categories of eligible UUHC employees) are based on the University's approved list of ten designated holidays (governed by Policy 5-300), thereby accruing at the rate of ten days (80 hours) per year for positions of 1.0 FTE, and prorated accordingly for positions at a lower percentage of FTE (e.g., 40 hours annually for a .5 FTE position).

C. Table of PTO Accrual Rates, PTO Accrual Limits, and annual Holidays:

Table 1

Exempt/Non-Exempt Staff (rates for 1.0 FTE)

Service in Years	Service in Months	PTO		Total PTO &		PTO Monthly Payroll Accrual
		Accrued per Year (in days @ 8 hrs each)	Holidays per Year (in days)	Holiday per Year (in days)	Maximum end-of-year PTO Carryover (in hours)	
0-5	0-60	20	10	30	520	13.333
6-10	61-120	25	10	35	520	16.667
11+	121+	30	10	40	520	20.000

Manager/Director (rates for 1.0 FTE)

Service in Years	Service in Months	PTO		Total PTO &		PTO Monthly Payroll Accrual
		Accrued per Year (in days @ 8 hrs each)	Holidays per Year (in days)	Holiday per Year (in days)	Maximum end-of-year PTO Carryover (in hours)	
0-5	0-60	25	10	35	600	16.667
6-10	61-120	30	10	40	600	20.000

11+	121+	35	10	45	600	23.333
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D. PTO and HOL Use and Cash Out:

1. Eligible Employees are encouraged to take time off and are expected to arrange absences in advance with their supervisors according to approved departmental standards in order to prevent disruption of departmental operations.
2. As more fully described in definition II.D above, PTO may be used for any personal reason.
3. An employee eligible for and requesting leave under the Family and Medical Leave Act ("FMLA") must substitute any accrued PTO for an equivalent period of unpaid FMLA leave according An Employee eligible for Holiday pay who works on any designated Holiday shall receive equal time off which shall be scheduled at the mutual convenience of the employee and UUHC unit, which should be scheduled within the same pay period, if possible, and if not then within the same calendar year. And if such rescheduling is not completed within that year, then that time will be cashed out and paid to the employee at the end of the calendar year.
4. Eligible Employees are entitled upon separation from benefits eligible employment to payment for accrued unused PTO and Holiday leave benefits.
5. Eligible Employees will also be given an annual option to receive payment for 20 up to a maximum of 80 PTO hours, provided that they will have a PTO balance of at least 120 (pro-rated by percentage of FTE remaining after the cash out per UUHC PTO Guidelines.
6. In the event a UUHC employee transfers to a non-UUHC position with the University, PTO will be paid and/or transferred in accordance with Rule 5- 301A. In the event a Non-UUHC employee transfers to a position with UUHC, vacation will be paid, lost and/or transferred to PTO in accordance with relevant sections of Rule 5-301A.

E. Extended Sick Leave (ESL)

1. ESL Eligibility: UUHC staff members employed at the time this PTO rule was initially implemented (October 1 ,2012) are eligible for transfer into ESL of their sick leave balances which had accrued up to that date (but no further sick leave accrued from that date or later). Employees hired on or after that date, including former UUHC employees rehired after PTO implementation and Employees who transfer to UUHC after PTO implementation from non- UUHC positions with the University, are not eligible for ESL.

2. An Employee with ESL may substitute ESL for unpaid FMLA after having used the allotted time requirement set by the University of Utah Hospital and Clinics (pro-rated by FTE) in connection with the FMLA leave occurrence.
3. No payment will be made for unused ESL at any time.

F. Other Paid Leave:

1. Funeral Leave:

- a. Employees in position at 0.75 FTE or greater (30 hours per week or more).
- b. Paid funeral leave up to three working days not counted against PTO bank.
- c. Available in the event of death of a parent, spouse, domestic partner (as defined in Rule 5-200A) child, sibling, parent-in-law, brother-in-law, sister-in-law, grandparent, or grandchild.

2. Jury or Witness Duty:

- a. Available to employees required to be absent from work because of an official requirement to appear for jury service or a subpoena to appear as a witness at a trial, deposition, or other official proceedings.
- b. Employees who are requested to report for jury or witness duty will be paid for the FTE of their normal workday. To receive this pay, the employee must turn the jury or witness duty payment received into the employee's manager who will then send the check directly to the appropriate cashier or cash custodian. The payroll reporter will then add the jury duty hours into the employee time records to cover the time the employee was on jury or witness duty.

3. Annual Military Training:

- a. Available to employees who are members of the National Guard or any organized reserve branch of the United States uniformed services.
- b. Paid leave for up to fifteen (15) working days per year for time spent for annual training at annual encampments or rifle competitions or other duties in connection with the reserve training and instruction requirements of the United States uniformed services or National Guard.
- c. Does not include active military duty, which is unpaid.

[Note: Parts IV-VII of this Regulation (and all other University Regulations) are Regulations Resource Information – the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.]

IV. Rules, Procedures, Guidelines, Forms and other Related Resources

A. Policies

[Policy 5-200 \(/human-resources/5-200.php\)](/human-resources/5-200.php): Leaves of Absence (Health Related)

[Policy 5-201 \(/human-resources/5-201.php\)](/human-resources/5-201.php): Leaves of Absence (Non Health Related)

[Policy 5-300 \(/human-resources/5-300.php\)](/human-resources/5-300.php): Holidays and Holiday Premium Pay

[Policy 5-301 \(/human-resources/5-301.php\)](/human-resources/5-301.php): Vacation Policy

B. Rules

[Rule 5-200A \(/human-resources/rules/rule_5-200A.php\)](/human-resources/rules/rule_5-200A.php): Scope, Eligibility and Limitations for Vacation Leave - University Employees (Other than UUHC Staff)

C. Procedures

D. Guidelines

E. Forms

F. Other related resource materials

V. References (Reserved)

VI. Contacts

The designated contact officials for this Policy are:

- A. Policy Owner (primary contact person for questions and advice): the University of Utah Hospitals and Clinics' Director of Employee Relations.
- B. Policy Officers: the Senior Vice President for Health Sciences.

These officials are designated by the University President or delegee, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:

"A "Policy Officer" will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and his/her Cabinet Officers). The assigned Policy Officer is authorized to allow exceptions to the Policy in appropriate cases.... "

"The Policy Officer will identify an "Owner" for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide

interpretation of the Policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to whom the President or a Vice President has delegated such authority for a specified area of University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library... [and] bears the responsibility for determining which reference materials are helpful in understanding the meaning and requirements of particular Policies... ." University Rule 1-001-III-B & E

VII. History

Current Version: Rule 5-200B: Rev.2

Approved by Academic Senate: June 2016

Past versions:

Interim Rule 5-200B: Rev 0 Interim

[Rule 5-200B: Rev. 0 \(/human-resources/rules/revisions/R5-200B.R0.pdf\)](/human-resources/rules/revisions/R5-200B.R0.pdf)

This Rule was first put into effect by the University's President as Interim Rule R5- 200B, (also R5-201, R5-300, R5-301) on September 10, 2012. It was later considered by the Senate and became a Rule as noted in the history of Rule 5-200B Rev. 1.

Legislative History of Revision 0

Interim Rule 5-200B Rev.0 was revised to become Rule 5-200B Rev. 1. This Rule also replaces interim rules 5-201, 5-300, and 5-301.

Effective Dates - May 5, 2014 to June 30, 2016

[Rule 5-200B R1 \(/human-resources/rules/revisions/Rule_5-200B.R1.pdf\)](/human-resources/rules/revisions/Rule_5-200B.R1.pdf)

Legislative History of Revision 1