

Interim Rule R5-301: Paid Time Off for University of Utah Hospitals and Clinics Staff Members

I. Purpose and Scope

The purpose of this rule is to align the paid time off for staff 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.

II. Definitions

- A. Paid Time Off (PTO): PTO refers to accrued time that may be used by employees for any personal reason, including but not limited to observance of holidays, vacation, sick leave or other health related absences. PTO will also include holidays and personal preference days, which will not be provided separately. (This rule does not however, affect UUHC holiday pay practices.)
- B. Extended Sick Leave (ESL): ESL refers to sick leave accruals earned during UUHC employment prior to implementation of this PTO rule.

III. Rule

- A. 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% of full-time, are not eligible for PTO benefits.
- B. ESL Eligibility: UUHC staff members employed at the time this PTO rule is implemented are eligible for transfer of their sick leave balances to ESL. Employees hired after PTO implementation, including former UUHC employees rehired after PTO implementation and employees who transfer to UUHC after

PTO implementation from non-UUHC positions with the University, will not be eligible for ESL.

C. PTO Accrual Rates:

Exempt/Non-Exempt Staff					
Service Years	Service in Months	Hours Earned per Month	Hours Earned per Year	Days Earned per Year	Maximum Accrual
0-5	0-60	20	240	30	520
6-10	61-120	23.333	280	35	520
11+	121+	26.667	320	40	520
Manager/Director					
Service Years	Service in Months	Hours Earned per Month	Hours Earned per Year	Days Earned per Year	Maximum Accrual
0-5	0-60	23.333	280	35	600
6-10	61-120	26.667	320	40	600
11+	121+	30	360	45	600

D. PTO Accrual:

1. PTO benefits continue to accrue during leaves of absence with pay, but not during leaves of absence without pay.

2. The PTO accrual rates in the preceding section designate the PTO earned by employees working 1.0 FTE. Eligible employees working less than 1.0 FTE, but at least 0.75 FTE will accrue amounts pro-rated by their FTE.
3. Eligible employees working .50 to .74 FTE will accrue amounts up to 96 hours annually pro-rated by their FTE. The maximum PTO accrual that may be carried over to each new calendar year by exempt and nonexempt UUHC staff is 520 hours (13 weeks for a full-time employee).
4. 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).

E. PTO and ESL Use and Cash Out:

1. Eligible staff members 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. PTO may be used for any personal reason, including vacation or any purposes described in Rule R5-200A.
3. PTO must be substituted for unpaid leave taken under the Family and Medical Leave Act (FMLA) as described in Rule R5-200A.
4. An employee with ESL may substitute ESL for unpaid FMLA leave after having used 40 hours of PTO (pro-rated by FTE) in connection with the FMLA leave occurrence.
5. Eligible staff members are entitled upon separation from benefits eligible employment to payment for unused PTO.

6. Eligible staff members will also be given an annual option to receive payment for either 40 or 80 PTO hours, provided that they will have a PTO balance of at least 120 hours remaining after the cash out. V
7. 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. Up to three working days not counted against PTO bank.
- c. Available in the event of death of a parent, spouse, 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. Staff members 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 Kronos time card 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. 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.

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

- A. Policy 5-200: Leaves of Absence (Health Related)
- B. Policy 5-201: Leaves of Absence (Non Health Related)
- C. Rule 5-200A: Scope, Eligibility and Limitations for Leaves of Absence (Health-Related)
- D. Policy 5-300: Holidays and Holiday Premium Pay
- E. Policy 5-301: Vacation Policy

V. History

This Rule was first put into effect by the University's President as Interim Rule R5-301, (also R5-200B, R5-201, R5-300) on September 10, 2012. It will be presented for consideration by the Academic Senate in due course. [Background](#)