



HUMAN RESOURCES

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## PAID TIME OFF (PTO)

The university maintains a Paid Time Off (PTO) Program for the purpose of providing staff with the opportunity to take time away from work without loss of compensation. The PTO Program is an inclusive time off program intended for use in connection with vacations, short-term illnesses of 5 days or less, personal business, family care, and other needs which may require time off from work.

The PTO Program combines traditional plans providing pay to employees who are not at work into an accrued 'bank' of days or hours to be used by employees at their discretion, subject to departmental procedures.

Supervisors and staff have the responsibility to plan schedules that meet operating requirements of departments and the time off needs of staff. In order to balance and meet service and staffing requirements, employees and supervisors should plan time off schedules well in advance.

### ELIGIBILITY

All Full-Time and Regular Part-Time staff scheduled to work 1,000 hours and above per calendar year are eligible for PTO including faculty employees with administrator status. Librarians are eligible per the AFT collective bargaining agreement.

### SCHEDULING

To the extent possible, PTO is to be requested and approved by the supervisor in advance. The amount of advance notice may vary by department depending on operational and staffing needs. Supervisors are expected to communicate advance notice requirements to affected employees.

Supervisors are responsible for scheduling PTO in a manner which balances the operational and service delivery needs of the department with the time off preferences of the employee. The university reserves the right to deny PTO requests which may have an adverse effect on its operations or cancel previously approved PTO requests if unexpected circumstances arise which require the employee's attendance at work.

In the event of illness or emergency preventing an employee from requesting PTO in advance, the employee must notify the supervisor no later than the start of the shift and explain the need for unscheduled PTO.



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Regardless of the reason, should an employee’s unscheduled absences occur with such frequency so as to adversely affect department operations and prevent the employee from meeting their employment obligation of regular and reasonable attendance, the university may take corrective action up to and including termination of employment.

**ALLOWANCE DETERMINATION**

An employee’s PTO allowance will be determined based on their years of service with the university and in accordance with the following schedule:

<b>Employment Category</b>	<b>Years of Service</b>	<b>PTO Accrued Per Month *</b>	<b>Maximum Number of PTO Days Available</b>	<b>Months Required to Earn Maximum</b>
Full-Time	0-5	1.5 days	17	12
Full-Time	6-10	2 days	22	11
Full-Time	>= 11	2.5 days	27	11
Directors and Above	N/A	2.5 days	27	11
Regular Part-Time	0-5	.5 days	5	10
Regular Part-Time	6-10	.75 days	8	11
Regular Part-Time	>= 11	1 day	10	10

Working one full day in a month (typically 8 hours) qualifies an employee for that month’s accrual of PTO.

Service for purposes of determining PTO earned under the above schedule will be determined at the beginning of each calendar year based on an employee’s accrued service as of December 31 of the year immediately preceding the start of the new year (rounded up to a full-year increment). For example, an employee with 5 years and 1



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month of service as of December 31 will have 6 years of service used for determining their PTO allowance on January 1.

Part-Time Temporary service does not count in calculating an employee's PTO allowance determination.

## USAGE

Employees are entitled to use the maximum amount of PTO available to them at any time during the year so long as one full day was worked in that year.

PTO days may be taken in full or half-day increments. Some exceptions may apply based upon department operations; employees should check with their immediate supervisor before scheduling PTO.

## REPORTING

*NON-EXEMPT* – Employees are required to report PTO days taken via electronic timesheets and/or time clocks. PTO hours taken will be charged against the employee's PTO account. Employees taking time off in excess of their available PTO balance shall have such time deducted from their pay for the pay period in which it was taken.

*EXEMPT* – Employees are not required to report PTO days taken via electronic timesheets. However, exempt employees must submit PTO balances at the end of the fiscal year for financial accrual purposes. This process and the required form will be coordinated each year by the Human Resources Department and Controller's group.

## SEPARATION OF EMPLOYMENT

Upon termination (voluntary or involuntary) of employment, employees will be paid for their accrued and unused accrued PTO, except any carry-over PTO, based upon the date of separation.

If an employee has used PTO days but not yet accrued those days at the time of separation, RMU will withhold the amount not yet accrued from the employee's final pay. In the event that is not possible, the employee must reimburse RMU directly.



HUMAN RESOURCES

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PTO cannot be used to extend a termination date. An employee who terminates employment and is subsequently re-hired after 90 days will earn PTO days in accordance with the provisions outlined for newly-hired employees (they will not receive credit for their prior service with the university).

## **ADMINISTRATORS RETURNING TO FACULTY STATUS**

If an administrator returns to faculty status, his/her staff PTO days earned for the number of months (or partial months) he/she was an administrator in the calendar year of the change will be calculated. Any accrued unused staff PTO days, except carry-over PTO, will be paid with the final staff paycheck. Any excess days used will be deducted from the final staff paycheck.

## **ACCOUNT BALANCE AND CARRY-OVER**

Account balances are maintained by the Human Resources Department for non-exempt employees. Exempt employees' account balances are to be kept by the individual and/or department and reported to the Human Resources Department annually.

Employees are permitted to "carry over" up to 5 PTO days of their unused PTO days into the next calendar year. Any "carry over" PTO days must be used in that year or will be forfeited. Unused "carry over" PTO days will not be paid out upon employee status changes (i.e. administrators returning to full-time faculty status), retirement or termination from the university.

## **TWENTY YEAR CLUB PTO DAYS**

To recognize and reward longer service, in addition to PTO days, an employee with 20 or more years of service is entitled to an additional 5 PTO days once every five years. The additional 5 days may be carried over from year to year but must be used within the five-year period after reaching the anniversary date of his/her 20<sup>th</sup>, 25<sup>th</sup>, 30<sup>th</sup>, etc. year of employment.

Cash payments will be made for unused 20 Year Club PTO time upon termination or retirement.



HUMAN RESOURCES

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## **NOT ACTIVELY AT WORK**

PTO will continue to be earned during most leave time granted to an employee as though no break-in-service had occurred. Employees eligible for long term disability benefits or employees on worker's compensation for more than 90 days will NOT continue to earn PTO service.

If an employee is on Short Term Disability with less than 100% income replacement, remaining and accrued PTO days can be used to supplement the employee's pay. PTO cannot be used to supplement more than 100% of an employee's salary.

A doctor's excuse is not required for injuries or illnesses lasting less than 7 calendar days.

## **COLLECTIVE BARGAINING AGREEMENTS**

Employees part of a collective bargaining agreement should see the applicable contract for more details on PTO. This policy does not supersede any collective bargaining agreement.

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