

I. PURPOSE

UCI Medical Center provides Paid Time Off (PTO) for rest, relaxation, and renewal to non-represented employees who hold career, limited and floater appointments. In fact, UCI Medical Center highly encourages and anticipates that employees will use a minimum of 80 hours of PTO per year. PTO is provided to eligible employees when absent from work for vacation, sick leave or other scheduled and unplanned absences. PTO provides flexibility to employees and makes them responsible for planning and using accrued PTO.

II. TERMS & DEFINITIONS**A. Paid Time Off (PTO) Bank:**

PTO is a bank of paid hours that can be used for vacation, sick or other scheduled or unscheduled absence from work. Upon implementation of the PTO program, each employee's vacation accrual balance is placed into the PTO bank. PTO accrues on a quadriweekly basis, under a formula based on years of service and time on pay status. At any time, an employee's PTO balance cannot exceed twice the annual accrual rate. Annually, accrued but unused PTO hours in excess of the cap defined in the chart below will be paid out at the employee's current base pay rate. Upon termination of employment, employees will be paid for accrued but unused PTO at their base rate of pay.

B. Extended Sick Leave (ESL)

ESL is a bank of hours which accrue at the rate of six days per year, pro-rated for part-time work. ESL can be used after the first three consecutive shifts of PTO or 24 hours of PTO, whichever is less. Supervision may also approve use of ESL after three consecutive shifts of unpaid leave or 24 hours of unpaid leave, whichever is less. ESL can also be used for bereavement leave or Family Medical Leave (FMLA) as defined under University policy. ESL cannot be used for vacation or holiday purposes. There is no cash value to ESL upon termination, however, ESL hours can be applied to UCRP service credit under the terms and conditions of the UC Retirement Plan. Upon implementation of the PTO program, accrued sick leave hours will be placed into the employee's ESL bank.

C. Quadriweekly Cycle

Two biweekly pay periods are considered as a unit for the purpose of leave accrual.

III. **POLICY**

- A. Eligibility: PTO and ESL are provided to employees who hold career, limited and floater appointments and who are appointed at 50 percent time or greater for six or more months.
- B. Accrual Rate: An eligible employee earns PTO from the date of eligibility based on the number of hours on pay status as follows:

Years of Qualifying Service	Per Hour on Pay Status	Quadra-weekly Accrual for full time employee	Approximate Hours/Days Per Year for full time employee	Maximum Accrual (Twice Annual Accrual Rate)	Annual Payout Cap (75% of Annual Accrual Rate)
Professionals and Support Staff (PSS)					
Less than 10	.080769	12.92 hours	168 hrs/21 days	336 hrs	252 hrs
10 but less than 15	.092308	14.77 hours	192 hrs/24 days	384 hrs	288 hrs
15 but less than 20	.103846	16.62 hours	216 hrs/27 days	432 hrs	324 hrs
20 or more	.115385	18.46 hours	240 hrs/30 days	480 hrs	360 hrs
Senior Managers, Managers and Senior Professionals (SMG/MSP)					
Less than 5	.092308	14.77 hours	192 hrs/24 days	384 hrs	288 hrs
5 but less than 10	.103846	16.62 hours	216 hrs/27 days	432 hrs	324 hrs
10 or more	.115385	18.46 hours	240 hrs/30 days	480 hrs	360 hrs

An eligible employee earns ESL from the date of eligibility based on the number of hours on pay status as follows:

Per Hour on Pay Status	Quadriweekly Accrual for full time employee	Approximate Hours/Days Per Year for full time employee
.023077	3.69 hours	48 hours/6 days

- C. PTO and ESL earned shall be credited to the employee on the next working day following the quadriweekly cycle, except that an eligible separating employee shall earn proportionate PTO and ESL through the last day on pay status.
- D. PTO accrues in accordance with an employee's classification, years of service and time on pay status except as follows:
 1. Staff members who were in the Administrative and Professional Staff Program (A&PS) as of June 30, 1996, will accrue PTO under the combined A&PS vacation schedule plus half of the sick leave accrual schedule until whichever event occurs first: a break in service of four or more months or promotion to a position classified at the MSP or SMG level. Upon return to University employment after a break in

service of four or more months or promotion to MSP/SMG, the employee will earn PTO in accordance with the schedule outlined above.

- E. **Maximum accrual:** PTO leave may accrue to a maximum of two times the annual full-time earning rate whether the employee holds a full or part-time appointment. If an employee cannot schedule PTO within 60 working days of accruing the maximum due to operational considerations, that employee shall have an additional four months within which to take PTO to bring the employee's PTO accruals below the maximum. There is no maximum ESL accrual.
- F. **Annual Payment for Hours Above Cap:** Each November, an employee who has a PTO balance in excess of the cap defined for that accrual level will have the balance of hours in excess of the cap paid at the employee's current pay rate. Payout is mandatory and employees may not carry forward a PTO balance in excess of their annual payout cap (75% of annual accrual rate).
- G. **Scheduling, Use and Approval of PTO and ESL Time**
 - 1. PTO leave can be scheduled in advance (e.g., vacation, doctor's appointments) or used for unscheduled absences (sick calls). Employees are encouraged to plan for and schedule time off in accordance with UCI Medical Center's Work Rules for Attendance. Scheduled leave is subject to approval by the department manager or his/her designee. ESL can be used after the first three consecutive shifts of PTO or 24 hours of PTO, whichever is less or in case of family illness as defined in G.3 below. An employee may be required to submit satisfactory proof of inability to work, illness in the family or bereavement in order to be paid for ESL.
 - 2. Cases in which an employee has excessive unscheduled absences should be treated in accordance with the appropriate disciplinary procedure as outlined in UCI Medical Center's Work Rules for Attendance.
 - 3. **Family Illness:** In any calendar year, an employee shall be permitted to use not more than 30 days of accrued ESL when required to be in attendance or to provide care because of the illness of the employee's spouse, domestic partner, parent, child (including child of a domestic partner), sibling, grandparent or grandchild. In-laws and step-relatives in the relationships listed are also covered. This provision also covers other persons residing in the employee's household. An employee requesting family illness leave may be required to submit satisfactory proof of illness in the family. For each occurrence of family illness, an employee must satisfy the PTO use requirement as referenced in G.1. above before accessing accrued ESL. The Chancellor may authorize exceptions beyond the 30-day limit, including the exhaustion of all ESL in the event of catastrophic illness in the employee's family or household.
 - 4. **Family Medical Leave Act (FMLA):** An employee shall be permitted direct access to ESL without the requirement to use PTO days first when that employee's absence has been certified as covered under the Family Medical Leave Act in accordance with University Policy.

5. Bereavement: An employee shall be permitted to use not more than 5 days of ESL without the requirement to use PTO days first when that employee's absence is required due to the death of the employee's spouse, domestic partner, parent, child (including child of a domestic partner), sibling, grandparent or grandchild, including in-laws and step-relatives, or other persons residing in the employee's household. In addition, an employee shall be permitted to use not more than five ESL days in any calendar year for bereavement or funeral attendance due to the death of any other person. The employee shall provide prior notice to the supervisor as to the need for and likely length of any such absence and may be required to provide documentation.
6. PTO shall not be scheduled after the last day of work, except that an employee may schedule PTO between the last day at work and the effective date of retirement.
7. Upon retirement, unused ESL is normally converted to UCRP service credit (unless the individual has elected a lump sum cashout). Refer to University of California Retirement Plan provisions.
8. Neither PTO nor ESL time can be used before it is accrued, except when authorized by the Chancellor for use during a curtailment leave pursuant to Staff Policy 43.G.

H. Transfer of PTO/ESL

1. An employee who is transferred, promoted or demoted from a UCI Medical Center non-represented position to another shall have all PTO and ESL balance transferred.
2. An employee who is transferred, promoted or demoted to a benefit-eligible University position not under this PTO program will have all PTO hours transferred to a vacation balance and ESL hours to a sick leave balance. In the event the PTO hours transferred are above the maximum allowed under Staff Policy 41 Vacation, hours in excess of the maximum will be cashed out by UCI Medical Center.
3. An employee who is transferred, promoted or demoted to a position not eligible for PTO/ESL or vacation and sick leave accrual will have PTO hours paid off and ESL will be lost. However, if the employee later transfers to a position in which ESL or sick leave accrues, the previously accrued ESL balance shall be reinstated.

I. An employee shall be paid for PTO accrued through the last day on pay status upon:

1. resignation;
2. termination;
3. retirement;
4. indefinite layoff;
5. medical separation;
6. unpaid extended military leave as determined by the Chancellor;
7. transfer to or from Department of Energy management Operation Contracts 36 (LANL), 48 (LLNL), and 98 (LBL); and
8. transfer, promotion or demotion to another University position in which the employee will not be eligible to accrue either PTO or vacation credit.

J. Reinstatement of ESL Leave

An employee who is reemployed after a separation from employment status of less than 15 calendar days shall have all accrued ESL from prior service reinstated into the ESL or Sick leave bank. If the separation from employment status is 15 or more calendar days, but less than six months, not more than 80 hours of accrued ESL shall be reinstated. If separation is for six months or more, accrued ESL shall not be reinstated. For purposes of this section only, State of California service shall be treated the same as University service.

A PSS covered staff member who is reemployed during the period of recall and preferential rehire status shall have all ESL reinstated.

IV. **PROCEDURES**

RESPONSIBLE PERSON(S)/DEPT.	PROCEDURE
Employee	<ol style="list-style-type: none"> 1.Exempt Employees. Except as provided in Staff Policy 43, B.3 and C.4, PTO and ESL used shall be recorded in one-day increments only or in increments not less than that portion of a day during which an employee on less than full-time pay status is normally scheduled to work. When an exempt employee has exhausted all accrued PTO/ESL, salary shall not be reduced for absences of less than one full day or less than that portion of a day during which an employee on less than full-time pay status is normally scheduled to work. 2. Non-Exempt Employees. Records of accrued PTO and ESL usage shall be maintained to the nearest tenth of an hour. 3. All Employees. Request and record scheduled PTO and ESL in accordance with departmental procedures and UCIMC’s Work Rules for Attendance.
Supervisor/Manager	<ol style="list-style-type: none"> 1. Review and approve requests for scheduled PTO/ESL based on unit work needs. 2. Monitor employee usage of unscheduled PTO/ESL in accordance with UCIMC Work Rules for Attendance.
Payroll	<ol style="list-style-type: none"> 1.Credit employee with PTO/ESL in accordance with this policy. 2.Pay out annually PTO in excess of the defined cap. 3.Pay out accrued PTO to the employee upon the occurrence of a qualifying event as defined in Section III. I of this policy.

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V. **REFERENCES**

Replaces UC Staff Policies 41, Vacation and 42, Sick Leave.
UC Staff Policy 43, Leave of Absence
Administrative Policy and Procedure Sec 300-14– Catastrophic Leave Program
Administrative Policy and Procedure –Work Rules For Attendance

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Approvals: Policy Review Committee
 Performance Improvement Committee
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 Governing Body