Quick Reference Sheet for Extended Sick eligibility and Bridging Practices

Non-Bargained for Staff
UMHHC PTO Program Policy

Extended Sick Use Eligibility (must have all criteria met to be eligible)
• At least a 50% FTE (appointment fraction) required
• At least 1 year of service on day 1 of the 10 day qualifying period
• Off due to illness/injury more than 10 days (80 hrs.) pro-rated by FTE; known as “10 day qualifying period”
  • Send Medical documentation to Work Connections
• First 5 days (40 hrs.) pro-rated by FTE, must be PTO/OTB or no pay; known as the “bridge”
  • Holiday counts as a day for the bridge if it falls within the 5 day bridge period
• Extended Sick Banks renew every 2 years
  • To be eligible for the renewal, must not be currently using extended sick time pay
  • Renewals are backed out by UMHHC Payroll staff if there is usage within the last 30 days; the renewal
    is reinstated effective the 31st day of no usage

Standard Practices
• One bridge per calendar year; regardless of how many times an employee accesses extended sick pay
• A successful return to work = 30 consecutive calendar days no extended sick usage
• Do not need to track same illness/injury, each extended sick leave and successful return to work is
  considered a new incident
• For chronic conditions with intermittent time off, the look back period to count the 5 day bridge or 10 day
  qualifying period is up to 6 months and must be within the current calendar year

400 hours 100% pay
656 hours 66.667% pay
1056 hours 50% pay
Quick Reference Sheet for Extended Sick eligibility and Bridging Practices

MNA Bargained for Staff
Article 30; UMPNC/MNA contract

1056 hours 100% pay
1056 hours 50% pay

Extended Sick Use Eligibility (must have all criteria met to be eligible)
• At least a 20% FTE (appointment fraction)
• At least 2 year of service acquired within the 10 day (80 hr.), pro-rated by FTE, bridge period
• Off more than 10 days (80 hrs.) pro-rated by FTE, with a qualifying illness/injury (medical documentation required), known as the “10 day qualifying period”
  • Medical documentation can be sent to Work Connections by the employee if they choose to
• First 10 days (80 hrs.) pro-rated by FTE, must be PTO/OTB or no pay; known as the “bridge”
  • Holiday counts as a day towards to the bridge if it falls within the 10 day bridge period
• Extended Sick Banks renew every 5 years
  • To be eligible for the renewal, must not be currently using extended sick time pay
  • Renewals are backed out by UMHHC Payroll staff if there is usage in the last 30 days; the renewal is reinstated effective the 31st day of no usage

Standard Practices
• One bridge per illness/injury is required
• A successful return to work = 30 consecutive calendar days no extended sick usage
• Intermittent absences may count toward the two-week qualifying period if the absences are related to the same illness or injury and with appropriate medical documentation
Supplemental Disability Income Eligibility (must have all criteria met to be eligible)

- At least a 20% FTE (appointment fraction)
- At least 2 year of continuous service
- Off more than 10 days (80 hrs.) pro-rated by FTE, with a qualifying illness/injury (medical documentation required), known as the “10 day qualifying period”
  - Medical documentation can be sent to Work Connections by the employee
- First 10 days (80 hrs.) pro-rated by FTE, must be PTO/OTB or no pay; known as the “bridge”
  - Holiday DOES NOT count as part of the 10 day bridge period
  - All paid time must be utilized before using unpaid time for the bridge
- Supplemental Disability Income cannot be used intermittently
- Supplemental Disability Income Bank renews every 5 years
  - To be eligible for the renewal, employee must be at work on the day they are to renew
  - Renewals are backed out by UMHHC Payroll staff if the employee is not at work on the day of renewal; the renewal is reinstated the day they return to work

Standard Practices
- Must bridge for each use of supplemental disability income