Changes to PTO Policy Practices
Non-bargained for staff ONLY
effective 1/1/2016
PTO PRACTICE: Qualifying for EST

Definitions regarding eligibility for Extended Sick Time use:

What is the “10 day qualifying period”?  
Staff members must be off more than 10 days (80 hrs. x FTE) to qualify as a serious condition in order to use Extended Sick Time pay. This is known as the “10 day qualifying period”.

What is the “bridge” requirement?  
Once an event is determined to be a qualifying illness/injury, the first 5 days (40 hrs. x FTE) must be reported as PTO/OTB or No pay before Extended Sick Pay is reported. The 5 days (40 hrs. x FTE), is known as the “bridge” to Extended Sick Time pay.
**Current Practice**

- Departments allow the bridge period to count towards employees 1 year of service in order to make them eligible for extended sick.

**Future Practice as of 1/1/16**

- Staff have to meet the eligibility requirements (1 year of service and at least .50 FTE) to be eligible to use Extended Sick Time pay, at the start of the “10 day qualifying period”.

This means on the 1\textsuperscript{st} day of illness or injury the staff member must have their 1 year of service acquired and have at least a 50% appointment in an active status. This could be a combination of multiple job records.
PTO Practice Examples:

• Employee A has a 50% appointment and a service date of 11/20/2014. Employee A is scheduled for surgery on 11/9/2015. Will they qualify for extended sick? Why or why not?

• Employee B has a 20% appointment and a service date of 11/13/2014. Employee B is scheduled to have a baby on 11/20/2015. Will they qualify for extended sick? Why or why not?

• Employee C has a 100% appointment and a service date of 11/27/2014. Employee is scheduled for hip replacement on 11/28/2015. Will employee C qualify for extended sick? Why or why not?
## PTO Practice: Bridging

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<tr>
<th>Current Practice</th>
<th>Future Practice as of 1/1/16</th>
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<tbody>
<tr>
<td>• Currently staff are required to “bridge” each time they go out on extended</td>
<td>• All eligible staff will bridge to extended sick only once per calendar year; even if a</td>
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<tr>
<td>sick after a successful return to work</td>
<td>staff member is out multiple times with multiple successful returns to work; to bridge a</td>
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<td></td>
<td>staff member must use 5 days of PTO/OTB/No pay (FTE prorated)</td>
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**What is considered a successful return to work?**

A successful return to work is when they are working their full appointment with no use of Extended Sick Time for 30 consecutive calendar days.
PTO Practice Examples:

• Employee A was out for knee surgery. They returned to work and three months later went out on leave for hip surgery—a condition that was related to their knee. Would they have to bridge? Why or why not?

• Employee B was out for heart surgery on Dec. 1st. They returned to work on Dec. 28th for two weeks and began to have complications and had to go back out on leave. Would they have to bridge? Why or why not?
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<td>• Employees who exhaust their extended sick for one condition and renew, may not use the renewed extended sick bank for that same condition.</td>
<td>• Each qualifying extended sick leave, and subsequent successful return to work for 30 days, is treated as a new incident. <em>This is consistent with current practice on Campus.</em></td>
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**Is an employee eligible for a renewal of their Extended Sick banks while out using Extended Sick Time?**

The system will renew the balances, however, the payroll office monitors this and will remove the renewal and wait until there is no usage for 30 consecutive calendar days and then reinstate the renewal effective the day after the 30 days of no usage is met.
## Extended Sick: Look Back Period

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<th>Future Practice as of 1/1/16</th>
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<td>• Departments vary in their approach for how far back they look to count</td>
<td>• The “look back” period to count time off towards the bridge for intermittent time is 6</td>
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<td>intermittent days off towards an employee’s bridge.</td>
<td>months (calendar year review, not rolling).</td>
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PTO Practice Examples:

• In February employee A began to have frequent trips to their physician which resulted in having to miss work for both appointments and special tests. They were diagnosed with a condition that required them to go off work in June. Can they count the time they used for appointments towards their bridge? Why or why not?

• Employee B has chronic migraines and misses work occasionally. Employee B was off 5 days in January, missed no time related to this condition again until November. Could they access their extended sick? Why or why not?
QUESTIONS ?