



## Human Resources

### MEDICAL CENTER HUMAN RESOURCES POLICY NO. 315

- A. SUBJECT: Paid Time Off
- B. EFFECTIVE DATE: January 1, 2016 (R)
- C. POLICY:

It is the policy of the University of Virginia Medical Center to provide a paid time off leave benefit to all Regular Full-time, Regular Part-time and Flex employees who are regularly scheduled to work a minimum of 40 hours per pay period, and to Management Employees hired on or after 1/1/99 who are regularly scheduled to work a minimum of 40 hours per pay period.

D. DEFINITIONS:

1. *Paid Time Off (PTO)* - Leave time which may be used for any purpose to include vacation, personal and family illnesses, holidays, extended bereavement time, to attend to personal business, etc.
2. *PTO Current Account* - Employee leave account into which leave hours accrue each pay period and from which leave may be used for any purpose as defined by this policy.
3. *PTO Plan Year* - Twelve month period from the first pay period beginning in January to the last pay period beginning in December, during which leave hours accumulate in an employee's current account.
4. *Catastrophic Leave Account* - Employee leave account from which hours may be used for employee personal illnesses or disability after having used 16 consecutive hours of PTO. This account was created from the transfer of sick leave balances at time of the conversion to the PTO leave program. Medical certification may be required to document the need for an absence of 14 days or less. Absences of more than 14 days must be certified through the short-term disability insurance carrier.

Employees with catastrophic leave balances must use this accrued leave to cover any absence due to disability. Catastrophic leave payments will be considered payment under the Medical Center's Short-Term Disability Plan. If catastrophic leave balances are exhausted prior to the expiration of the approved short-term disability benefit period, payments for the balance of the approved disability period will be made in accordance with plan provisions. The maximum benefit period under the short-term disability plan, including any period of catastrophic leave, is 24 weeks.

Employees may also use catastrophic leave for approved absences due to the illness or for an extended bereavement period due to the death of an immediate family member, up to a maximum

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of 48 hours in a calendar year. The 16 hour PTO requirement will be waived to allow immediate access to catastrophic leave for an approved absence due to family illness.

5. *Carry Over Maximum* - The maximum number of hours of PTO accrual that can be carried over into the next PTO plan year (the first pay period beginning in January). The maximum will be up to 1.5 times the annual PTO accrual rate. Hours remaining in the PTO account at the end of the PTO plan year, in excess of the maximum carry over, will be lost.
6. *Cash Out* - Employees may choose to cash out a portion of their PTO accrual twice per year, in the Spring and Fall. The cash out will be paid at 100% of the employee's base rate of pay.

During the Spring cash out, employees may cash out up to a maximum of 80 hours, regardless of the years of service, providing that at least 40 hours remain in the PTO current account to cover unanticipated absences.

During the Fall cash out, employees may cash out up to the maximum amount per years of service stated in the chart in Section E.3, providing that at least 40 hours remain in the PTO current account to cover unanticipated absences.

The PTO cash out forms will be available on-line. The Spring cash out payment will normally be included in the first pay check in June, and the Fall cash out payment will normally be included in the last pay check in November.

7. *Immediate Family Member* - a) Parents, including step-parents and in-laws, and in loco parentis (a person who stood in place of parent); b) spouse; c) children, including step-children, foster children, sons-in-law and daughters-in-law; d) siblings, including step-siblings, siblings-in-law; e) grandparents and grandchildren; and f) any person living in the employee's household.

## E. PROCEDURES:

### 1. Paid Time Off

The Paid Time Off program permits employees to plan time off to meet their personal need for approved absences from work. Paid Time Off may be used for reasons such as vacation, holidays, personal illness, family illness, an extended bereavement beyond the paid time provided for bereavement (See [Medical Center Human Resources Policy No. 600 "Leaves of Absence"](#)), to attend to personal business, etc. Employees are required to receive approval for time off from their manager or a designee and requests for Paid Time Off must comply with established department procedures and policies for time away from work.

When an exempt employee is absent for a full work day, including for an Emergency Event Declaration ([Medical Center Human Resources Policy No. 510 "Emergency Event Declarations"](#)), PTO shall be deducted for the absence (see also [Medical Center Human Resources Policy No. 401 "Pay Administration"](#)). When an exempt employee is absent for a partial day (including for an Emergency Event Declaration) PTO shall not be deducted for the absence.

When a non-exempt employee works less than his/her assigned hours, the employee will manually enter Paid Time Off to bring the paid hours up to the budgeted full-time or flex status equivalent. For example, if an employee is .8 flex and works less than 64 hours during a pay

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period, Paid Time Off will be manually entered by the employee to bring the total hours up to the base agreement of 64 hours.

## 2. PTO Conversion Procedures

Refer to [Medical Center Human Resources Policy No. 201 "Employment Categories"](#) for definitions of Medical Center employment categories.

### Staff Employees Hired By the Medical Center Before 1/1/99

Staff Employees hired by the Medical Center before 1/1/99 were converted to the PTO leave program effective 1/1/99 with no loss of accrued leave balances. PTO will accrue to the PTO current account biweekly at the rates in Chart A below, with credit for prior years of benefit-eligible service.

### Management Employees Hired By the Medical Center Before 1/1/99 Who Transfer To A Staff Position

Management employees who were hired by the Medical Center before 1/1/99, and were participating in the Faculty Leave Plan, who transfer to a benefit-eligible staff position within the Medical Center will accrue PTO at the rates in Chart A below, with credit for all prior years of benefit-eligible service. The employee will also be credited with twenty-two (22) days of PTO and thirty (30) days of catastrophic leave.

### Unit-Based Pool, Medical Center Pool, and Temporary Employees Who Convert To a Benefit-Eligible Status

Unit-Based Pool, Medical Center Pool and Temporary employees who convert to a benefit-eligible status within the Medical Center on or after 7/7/02 will accrue PTO at the rates in Chart B below, with no credit for prior years of Pool or Temp service.

### Other State Agency Employees Who Accept a Staff or Management Position with the Medical Center (Agency 209) on or After 7/7/02

Any accrued annual leave and eligible accrued sick leave must be paid out by the prior employing agency. No leave will be converted or carried over from the previous state employment. PTO will be accrued at the rates in the Chart B for Staff employees and Chart C for Management employees, with credit for all prior years of documented benefit-eligible service.

## 3. Advance PTO

Advance PTO is available to a new employee, or to an existing employee who becomes benefit eligible, where such employee has insufficient accrued PTO to cover an approved absence or required day off during their first 60 days of benefit-eligible employment. Under such circumstances, the employee shall be eligible for up to 32 hours of Advance PTO if he/she wishes to avoid Leave Without Pay (LWOP). Advance PTO hours taken during the first 60 days will result in a negative PTO accrual and will automatically be deducted from any future PTO accruals. If the employee has a negative PTO balance at the time of termination, he/she will be responsible for repayment of the advance hours of PTO pay received. Payroll will initiate action to deduct the overage from the employee's pay prior to termination.

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## 4. PTO Accrual Rates

For the purpose of PTO accrual rate determination in the charts below, years of service is based on all years of benefit-eligible employment with the Medical Center. Years of prior service with the UVA Academic Division and any other agency of the Commonwealth of Virginia will be credited if the employee provides official documentation of at least one full year of benefit-eligible service to Human Resources within the first six months of employment with the Medical Center. Full-time, Part-time, Flex Staff Employees and Management Employees regularly scheduled to work a minimum of 40 hours per pay period accrue PTO based on the actual paid hours each pay period, up to the full-time maximum reflected in the charts below. PTO is available for employees to use at the end of the pay period in which it is accrued. PTO may not be used before it is accrued.

**Chart A: All staff and management employees hired by the Medical Center before 7/7/02:**

Years of Service	Hourly Accrual Rate	Biweekly Accruals in Hours	Annual Accrual in Days	Carry Over Maximum in Hours	Max Spring Cash Out in Hours	Max Fall Cash Out in Hours
0 – 4	.115388	9.231	30	360	80	80
5 – 9	.126925	10.154	33	396	80	80
10 – 19	.146163	11.693	38	456	80	90
20 – 24	.165388	13.231	43	516	80	100
25+	.176925	14.154	46	552	80	110

(Rates in above chart are based on full-time employment at 80 hours per pay period)

**Chart B: All staff employees hired by the Medical Center on or after 7/7/02:**

Years of Service	Hourly Accrual Rate	Biweekly Accruals in Hours	Annual Accrual in Days	Carry Over Maximum in Hours	Max Spring Cash Out in Hours	Max Fall Cash Out in Hours
0 – 4	.100000	8.000	26	312	80	80
5 – 9	.111538	8.923	29	348	80	80
10 – 19	.123075	9.846	32	384	80	80
20 – 24	.138463	11.077	36	432	80	80
25+	.138463	11.077	36	432	80	80

(Rates in above chart are based on full-time employment at 80 hours per pay period)

**Chart C: All management employees hired by the Medical Center on or after 7/7/02:**

Years of Service	Hourly Accrual Rate	Biweekly Accruals in Hours	Annual Accrual in Days	Carry Over Maximum in Hours	Max Spring Cash Out in Hours	Max Fall Cash Out in Hours
0 – 4	.115388	9.231	30	360	80	80
5 – 9	.126925	10.154	33	396	80	80
10 – 19	.146163	11.693	38	456	80	80
20 – 24	.153850	12.308	40	516	80	80
25+	.153850	12.308	40	516	80	80

(Rates in above chart are based on full-time employment at 80 hours per pay period)

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#### 5. Situations Affecting PTO Accruals/Payments

- *Leave With Pay (LWP)* - PTO accruals will continue while on leave with pay for up to 4 full pay periods. At the end of 4 pay periods LWP, PTO accrual will stop.
- *Leave Without Pay (LWOP)* – PTO will not accrue during any period of LWOP. Leave without pay approval is at the discretion of the employee’s manager. With Manager approval, non-exempt employees may take leave without pay in lieu of using PTO if asked to reduce regular work hours due to low patient volumes. To be eligible to take leave without pay in this situation, the employee’s PTO balance must be less than 312 hours. Exempt employees will not be placed on LWOP for a partial day absence and must exhaust their available PTO balance prior to being placed on LWOP for a full day absence.
- *Short-Term Disability (STD)* – Employees approved to receive payments under the STD Plan must exhaust all Catastrophic Leave balances before STD payments will begin. Once STD payments begin, the payments will automatically be supplemented with any available PTO balances up to 100% of the employee’s standard hours/regular rate of pay per pay period.
- *Emergency Event Declarations (see HR510)* – If the department manager approves a non-exempt employee to work beyond his/her scheduled shift during a declared emergency event, an hour of PTO accrual will be added to the employee’s PTO balance for each hour of unscheduled work time. The manager shall send the adjustment to payroll by email.
- *Severance Payment* – Management and Staff employees whose positions have been eliminated or their appointment has ceased will not continue to accrue PTO while receiving severance.

#### 6. PTO/Catastrophic Leave at Time of Separation

Employees hired on or after 7/7/02, who terminate employment after a minimum of six (6) months of employment, and employees hired prior to 7/7/02, will be paid for unused accrued PTO hours at 100% of the employee’s base rate of pay. Twenty-five percent (25%) of the employee’s catastrophic leave balance, up to a maximum value of \$5,000, will be paid upon termination of employment if the employee has five (5) or more years of continuous service. The payment of any leave balance will occur in the pay period following termination.

An employee may resign and/or stop working and use PTO for the last day of employment provided the employee has prior approval from his/her supervisor.

The employee will be paid a lump sum for unused leave balances upon separation. However, if an employee is on leave due to illness or disability, the separation date shall be the last day of paid leave.

#### 7. PTO Leave Donation

An employee may donate accrued PTO leave to another Medical Center employee who may need additional leave as a result of the employee’s serious health condition or to care for an immediate family member with a serious health condition.

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### Eligibility Criteria

- Regular full-time and part-time employees scheduled to work more than 20 hours per week shall be eligible to become recipients. Donated PTO leave hours will be prorated for part-time employees (e.g., if a part-time employee who works 20 hours per week receives 60 hours of donated leave, the donated leave will be paid to that employee at a rate of 20 hours per week).
- Recipients must have exhausted their available leave balance due to their serious health condition or their immediate family member's serious health condition prior to receiving PTO leave donations.
- Donated leave hours may be approved for the employee's own or their immediate family member's serious health condition defined as follows:

An illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a healthcare provider for more than three consecutive days.

- Serious health conditions resulting from the following will be excluded from eligibility for donated PTO leave:
  - a) Any occupational-related accident or illness for the period for which Workers' Compensation benefits have been awarded;
  - b) Intentionally self-inflicted injuries; or
  - c) Injuries occurring in the course of committing a felony or assault.
- Leave donations for any request may not exceed 480 hours, or the amount of leave required to ensure continued pay through the expected duration of the absence, whichever is less.
- The maximum donation amount will be reduced by any hours of PTO paid to the recipient through the cash-out provision of this policy if such payment occurred within twelve weeks of the request for donation. PTO accruals in excess of the carry-over maximum that were cashed-out within twelve weeks of the request for donation will not reduce the maximum donation.
- Employees are ineligible to use donated leave during any period of disciplinary suspension.
- It is within the sole discretion of the Medical Center to approve or disapprove a PTO donation request.

### Process for Leave Donation

- An employee wishing to receive leave donations must initiate such request by completing a [PTO Leave Donation Request Form](#) and submitting it to his/her supervisor along with a physician's certification. The supervisor will forward the request to the Health System Human Resources, Employee Relations for review and approval. In the event that an

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employee is physically or mentally unable to initiate a request, a family member, Medical Center Manager or designee may file the request.

- It is the responsibility of the employee to provide the required certification from a physician to support the need for PTO donation.
- Employee Relations will determine the maximum donation amount and provide notice of the amount approved to the requesting employee, their supervisor and the Payroll Office.
- The employee's supervisor will communicate the approved request to potential donors in the employees department. The identity of the requesting employee will not be revealed to potential donors unless the employee gives his or her permission.
- Donors shall complete a [PTO Leave Donation Form](#) and submit it directly to the Payroll Office.
- Donations to recipients shall be in the form of PTO leave only.
- Donations to a recipient shall be made in eight-hour increments.
- Leave shall only be donated to other employees in the Medical Center's PTO plan.
- Donors must retain a minimum balance of 40 hours in their PTO account after donation.
- Eligible recipients shall not be required to reimburse leave hours donated to them unless one of the following situations occurs:
  - a) Compensation is received from another source for the same period of time the employee received donated PTO leave hours, such as when moneys are received from donated PTO leave hours and subsequently workers' compensation or disability benefits are received retroactively for that same period of time; or
  - b) Employee Relations determines that abuse of the use of leave has occurred. If abuse of the leave has occurred, the recipient may be required to repay up to all donated leave, and/or may be subject to disciplinary action in accordance with the Employee Rights and Responsibilities Policy.

If repayment is required, it shall be made at the current salary rate of the recipient, not the donor. Reimbursed leave hours will be returned to the original donor(s).

- Leave given by a donor can be reclaimed only if the Donor Form has not yet been processed.

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SIGNATURE:

  
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Pamela M. Sutton Wallace, CEO UVA Medical Center

12/14/15

DATE:

Medical Center Human Resources Policy No. 315 (R)

Approved January 1999

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September 2004, January 2005, June 2006, June 2007, June 2008, December 2009, February 2011,

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Approved by Chief Human Resources Officer

Approved by Medical Center Administration