

OPERATING STAFF TIME RECORDING POLICIES

EARNED TIME

- Accrual:** Earned time accrual rates are determined by hours worked and years of service. Earned time does not accrue on overtime hours.
- Usage:** Earned time may be used anytime after being earned, including during the introductory period. It is expected that all planned absences will be mutually agreed upon by the staff member and his/her supervisor prior to the date of absence.
- Increment:** Earned time may be used in units of one-quarter hour or more.
- Minimum Usage:** There is a minimum usage of earned time hours required each year based on years of service. Supervisors and employees should be mindful that minimum usage is calculated on a fiscal year basis, July 1 through June 30. Minimum usage hours must be used prior to June 30 of each year or employees will forfeit the unused balance. Employees with less than six months of service are exempt from minimum usage requirements. Hours converted to sick pool do not count towards minimum usage requirements.
- Sick Pool:** Earned time hours are converted to sick pool hours at a rate of three sick pool hours for each hour of earned time. Earned time hours may be converted to sick pool hours annually in the month of May. New employees who complete their initial introductory period will be allowed 30 calendar days to convert earned time hours to sick leave pool hours.
- Sick Pool Usage:** Use of Sick Pool hours begins with the sixth consecutive day of absence from work due to illness or injury. A physician's report may accompany the request to use sick leave pool hours. Earned time accrues only during the initial three weeks (15 working days) of each separate use of the sick leave pool. Sick leave pool hours may not exceed 150 days or 1125 /1200 hours (37.5/40 hrs).

TRADITIONAL LEAVE

Applies only to Staff who were not required to participate in the earned time program when instituted.

Vacation

Accrual: Vacation accrual rates are determined by hours worked and years of service. Vacation is not accrued on overtime hours.

Usage: Vacation hours may be used anytime after being earned.

Increments: Vacation time may be used in units of one-quarter hour or more.

Minimum

Usage: There is a minimum usage of earned time hours required each year based on years of service. Supervisors and employees should be mindful that minimum usage is calculated on a fiscal year basis, July 1 through June 30. Effective the July 1st after the date of hire, new employees are required to begin compliance with minimum usage. Staff members whose date of hire is July 1st, are expected to comply with minimum usage in their first year of employment. Minimum usage hours must be used prior to June 30 of each year or employees will forfeit the unused balance. Hours converted to sick pool do not count towards minimum usage requirements.

Maximum

Accrual: Maximum accrual may not exceed 36 days. Days accumulated over 30 will have no cash value at termination or retirement.

Sick Leave

Accrual: Sick leave is accumulated at .0577 per base hours worked.

Usage: Sick leave may be used anytime after being earned. A physician's statement may be required at anytime to substantiate an absence.

Maximum

Accrual: Sick leave accrual may not exceed 130 days.

Interim

Disability: Staff do not accrue vacation/personal leave or sick leave while on interim disability. (Interim disability does not apply to staff in the earned time program)

LEAVE OF ABSENCE:

Staff on leave of absence **without** pay do not accumulate sick leave, earned time or vacation/personal leave.

Complete policy information regarding leave time may be obtained by calling the Department of Human Resources at extension 2-0501 or visit our web site at: <http://www.unh.edu/hr>