



University of Missouri System

COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

Transitioning Existing Leave

Effective January 2024

On January 1, 2024, employees will stop accruing vacation, sick and personal days and will begin accruing paid time off (PTO). Employees will retain previously accrued balances when transitioning to the new leave program:



Sick Leave

- Existing balance is banked on 01/01/24



Personal Days

- Available until 2024 anniversary date



Vacation

- Existing balance is banked on 01/01/24 and converted/paid out:
- First 10 days is converted to PTO
- Following days paid out in 10-day increments through 2026
- Remaining unused vacation will be available for use while awaiting payout

Sick Leave

How can I use my banked sick leave?

If PTO is exhausted, employees can use banked sick leave for sick leave occurrences. Sick leave may also be used to cover the short-term disability elimination period and to supplement the short-term disability base plan and workers' compensation.

How will banked sick leave be used toward retirement?

If an employee meets the requirements to retire from the DB Plan or the DB component of the Hybrid Plan (at least age 55 with 10 years of service or age least age 60 with 5 years of service), unused sick leave adds additional service credit in the pension calculation. If an employee separates prior to retirement eligibility or is a member of the DC Plan, which does not have a pension component, sick leave is forfeited.

Personal Days

Can I use my personal days in 2024?

Yes. The last personal day accruals will be earned on the employee's anniversary date in 2023. Employees will have until their anniversary date in 2024 to use their remaining personal days. Personal days not used prior to the employee's anniversary date in 2024 will expire.

For full information on leave program changes, visit umurl.us/ModernizeLeave

Vacation Transition

At transition in January 2024, employees with 10 days (80 hours) or less of accrued vacation time will have their balance converted to PTO in the new plan. Employees with more than 10 days (80 hours) will have the first 10 days (80 hours) converted to PTO and then will receive a full payout for the rest of their balance as outlined below. Employees will be able to use available vacation balances until they are fully paid out.

Vacation balance at transition	2024	2025	2026
0-80 hours (0-10 days)*	<ul style="list-style-type: none"> All days convert to PTO 	<ul style="list-style-type: none"> No action, entire balance converted in 2024 	<ul style="list-style-type: none"> No action, entire balance converted in 2024
81-240 hours (11-30 days)*	<ul style="list-style-type: none"> First 10 days convert to PTO Up to 10 days paid out Remaining vacation banked and available to use 	<ul style="list-style-type: none"> Remaining vacation is paid out 	<ul style="list-style-type: none"> No action, entire balance converted or paid in 2024 and 2025
241-352 hours (31-44 days)*	<ul style="list-style-type: none"> First 10 days convert to PTO 10 days paid out Remaining vacation banked and available to use 	<ul style="list-style-type: none"> Up to 10 days paid out Remaining vacation banked & available to use 	<ul style="list-style-type: none"> Remaining vacation is paid out

*Hours are prorated for employees working less than 100% FTE.

Do I have to use my accrued vacation before PTO?

No, employees can decide what order they wish to use their remaining accrued vacation and PTO.

How will vacation be paid out?

The vacation payout will be deposited as an off-cycle paycheck around the beginning of February each year until the vacation transition is complete in 2026. The payout will be deposited into the account(s) listed on the Direct Deposit page in myHR. The payout will include deductions and withholdings such as taxes and retirement but will not include deductions such as benefits or campus-specific deductions. Employees will be able to adjust 403(b) and 457(b) retirement contributions for the payout.

Accruing and Using Paid Time Off (as of Jan. 1, 2024)

Employees earn PTO in hour increments each week based on their annual allowance:

Years of Service	PTO (Paid Time Off) Days Per Year*	
	Non-Exempt (Hourly)	Exempt (Salaried)
• Less than 5 years	18 days (144 hours)	23 days (184 hours)
• 5 – 15 years	23 days (184 hours)	28 days (224 hours)
• 15 or more years	28 days (224 hours)	28 days (224 hours)

*Hours are prorated for employees working less than 100% FTE.



Accruing

- Accrues in hour increments weekly
- Amount based on employee's annual PTO allotment



Using Time

- Begins accruing at hire
- Can be used once available
- Requires supervisor approval



Max Accrual

- Accruals stop upon reaching maximum (two times employee's annual allotment) until the balance is used down below the maximum