



University of Missouri System

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Changes to Our Staff Leave Program

Effective January 2024

Leave Program Structure

The new paid time off (PTO) bank provides employees the flexibility to use time off as they choose. Employees will no longer be required to choose from a specific type of leave. For the first time, the university will also offer paid parental and caregiver leave, as well as short-term disability.

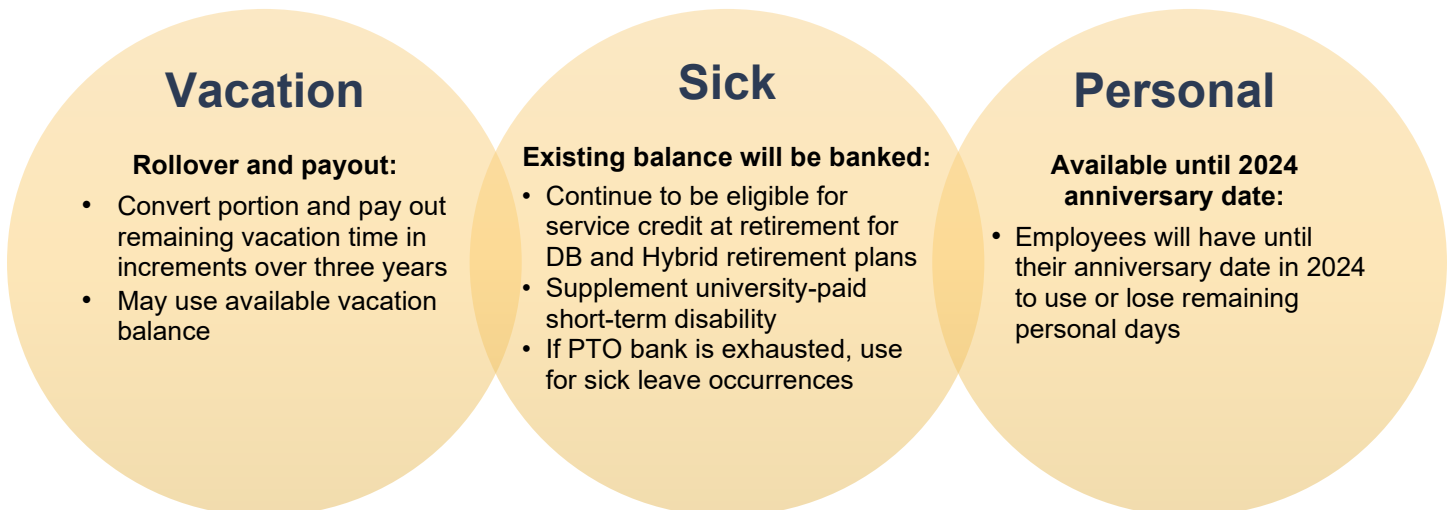
Fixed Leave	Holidays 9 days per year	Winter Break (excludes MUHC) 4 days per year	
Flexible Leave	PTO (Paid Time Off) Days Per Year*		
	Years of Service	Non-Exempt (Hourly)	Exempt (Salaried)
	• Less than 5 years	18 days (144 hours)	23 days (184 hours)
	• 5 – 15 years	23 days (184 hours)	28 days (224 hours)
	• 15 or more years	28 days (224 hours)	28 days (224 hours)
Qualifying Leave	Short-Term Disability Covers 60% of employees' pay for up to 20 weeks	Parental Leave Covers 100% of employees' pay for up to 4 weeks	Caregiver Leave Covers 100% of employees' pay for up to 2 weeks

*MU Health Care hourly employees will also have a PTO cash-in option.

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

About Existing Vacation, Sick and Personal Balances

Employees will continue to accrue their vacation, sick and personal days under the current programs until the new leave program begins in January 2024. When the transition to the new plan occurs, employee's existing accruals will be treated as outlined below. Employees will not lose accrued balances when we transition to the new PTO plan.



About Vacation Transition

The time you have earned is yours. You will not lose your accrued time. 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. Additionally, employees will be able to use their 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 & 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 will be prorated for employees working less than 100% FTE.

About Earning and Accruing PTO

Employees can accumulate a maximum of two times their annual PTO accrual at any time. For example, if an employee earns 18 PTO days (144 hours) per year, they can carry a maximum of 36 days (288 hours). Employees will continue to earn their paid time off in hours each week based on their annual allowance. Hours will be prorated for employees working less than 100% FTE. Once an employee reaches their maximum, no new accruals are earned until the balance is used down below the maximum.

About Parental Leave

Parental leave provides four weeks of paid time off within a rolling 12-month period for employees who are welcoming a new child into their home. Leaves for birth, adoption or foster care must be taken within 12 months of the qualifying event. Qualifying events include the birth of a child or the placement of a child with the employee for adoption or foster care. Employees may also use their annual PTO allocation if they would like to take additional time off to welcome a child.

About Caregiver Leave

Caregiver leave provides two weeks of paid time off within a rolling 12-month period to care for a family member with a serious health condition as defined by our Family and Medical Leave Act rule. Employees may also use their annual PTO allocation if they need additional time off.

About Short-Term Disability

University paid short-term disability covers 60% of the employee's salary when they are unable to work due to a medical disability for up to 20 weeks. Short-term disability has an elimination period of seven calendar days (five working days). Employees may use available leave to cover the elimination period and to supplement their short-term disability to receive income of up to 100%.

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