

Approved Leave Program Effective January 2024



Overview

- Approved Staff Leave Program design
 - PTO days per year
 - Short-Term Disability
 - Parental Leave and Caregiver Leave
- PTO accruals and carryover
- How current program balances will be honored at transition

Approved Leave Program

Fixed Leave	Holidays 9 per year	Winter Break (campus only) 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	23 days
	• 5 – 15 years	23 days	28 days
	• 15 or more years	28 days	28 days
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. Additional details for the cash-in option will be provided as they are available.

How current plan balances will be honored at transition

Vacation

Options:

- Ability to transfer vacation to PTO
- Payout vacation at a specific point in time
- Combination of the two above options

Sick

Banked balances:

- Continue to be eligible for service credit at retirement*
- Supplement university paid Short-term disability
- If PTO bank and other leave options exhausted, use for sick leave occurrences

Personal

No new accruals after transition:

- Employees will have until their anniversary date in 2024 to use or lose remaining personal days

What is a Paid Time Off (PTO) program?

Paid Time Off (PTO)

PTO combines general leave into a single bank – the **PTO bank**. This type of leave generally includes time off for vacation, incidental illness, and personal time.

How will PTO work?

“How much time can I carryover from year to year?”

Employees will be able to carry a **maximum of 2 times their annual PTO accrual** at any time.

For **example**, if an employee earns **18 PTO days per year**, they can carry a **maximum of 36 days** (18 times 2).

“How will I earn PTO days each year?”

Employees will **continue to accrue** their leave time in hours **on a weekly basis** based on their annual PTO allotment.

“Will the new PTO plan payout unused time if I leave the university?”

Employees who separate and leave the University after January 2024 will receive a **maximum of 10 days of unused PTO paid out** under the new PTO program.

What is Short-Term Disability?

60% income replacement, for **up to 20 weeks** in a rolling 12-month period. This benefit is available at hire.

For an employee's qualifying medical event.

Some examples may include:

- birth of a child, or
- hospitalization, or
- serious health conditions such as cancer.

Elimination Period:
7 calendar days
(5 working days)

Employees may utilize PTO or banked sick leave to cover elimination period and income up to 100%.

What is Parental Leave?

100% income replacement for up to **4 weeks** in a rolling 12-month period. This benefit is available at hire.

Provides paid time off for employees to welcome a new child into their home.

Qualifying Events:

- the birth of a child, or
- placement of a child with the employee for adoption or foster care.

Leaves for birth, adoption, or foster care must be taken within 12-months of the event.

What is Caregiver Leave?

100% income replacement for up to **2 weeks** in a rolling 12-month period. This benefit is available at hire.

Provides paid time off for employees to care for an immediate family member with a serious health condition.

Examples may include:

To care for the employee's spouse, child, or parent, with a serious health condition, as certified by a health care provider.

Employee diagnosed with cancer: Needs leave for 4 weeks

Short-Term Disability

- **Week 1: Elimination Period**
 - Use PTO or banked sick leave
- **Weeks 2 – 4: Short-term disability benefits**
 - 60% income replacement
 - PTO or banked sick leave can be used to make up remaining 40% income

Family and Medical Leave Act (FMLA)

- FMLA is job protection, if eligible and approved, this leave will run concurrent with FMLA

Employee needs leave for birth of a child: Plans to take 12 weeks of leave

Short-Term Disability

- **Week 1: Elimination Period**
 - Use PTO or banked sick leave
- **Weeks 2 – 6: Short-term disability benefits**
 - 60% income replacement
 - PTO or banked sick leave can be used to make up remaining 40% income
 - Employee is released by health care provider after 6 weeks, ending short-term disability benefits.

Parental Leave (Maximum benefit 4 weeks)

- **Weeks 7 – 10:** 4 weeks of 100% income replacement (max benefit).

PTO

- **Weeks 11 – 12:** After parental leave, employee may use PTO for final **2 weeks** of leave.
- If PTO is exhausted, they may use any available banked sick leave.

Family and Medical Leave Act (FMLA)

- FMLA is job protection, if eligible and approved, this leave will run concurrent with FMLA.

Non-birthing parent welcomes new child: Plans to take 2 weeks of leave

Parental Leave (Maximum benefit 4 weeks)

- **2 Weeks:** 100% income replacement*

Family and Medical Leave Act (FMLA)

- FMLA is job protection, if eligible and approved, this leave will run concurrent with FMLA.

Employee will have **2 weeks of Parental Leave remaining that they can use for up to 1 year after the birth or placement of the child.*

Employee needs to take care of a parent: Expects 3 weeks of leave

Caregiver Leave (Maximum benefit 2 weeks)

- **2 Weeks:** 100% income replacement

PTO

- After caregiver leave is exhausted, employee may use PTO for final **1 week** of leave.
- If PTO is exhausted, they may use any available banked sick leave.

Family and Medical Leave Act (FMLA)

- FMLA is job protection, if eligible and approved, this leave will run concurrent with FMLA.

Employee needs to take care of their seriously ill child: Expects 1 week of leave

Caregiver Leave (Maximum benefit 2 weeks)

- **1 Week:** 100% income replacement*

Family and Medical Leave Act (FMLA)

- FMLA is job protection, if eligible and approved, this leave will run concurrent with FMLA.

Employee will have **1 week of Caregiver Leave remaining that they can use for up to 1 year after the beginning of this leave for any other qualifying event.*

Timeline

Sept 2022 – Dec 2023
Implementation
Continued Training and
Communication



January 2024
New Program Begins



COMMUNICATION AND FEEDBACK

Stay informed

Please visit our dedicated webpage to receive the most updated information throughout this process.

Dedicated webpage available at umurl.us/ModernizeLeave



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