



## Temporary Employee Paid Sick Time Policy

### Eligible Temporary Employees:

- All University of Vermont Temporary Employees who have completed a 1-year waiting period.
- Excluding Temp Extra and Temp CE employees.
- Excludes employees working for a temporary employment agency (e.g., Kelly Services, Adecco, Spherion.)

### Temporary Employee Paid Sick Time Policy:

- Eligible temporary employees can use paid sick time after a one-year waiting period of employment from their date of hire or 01/01/2017 (whichever date is later.)
- After completing the 1-year waiting period, the temporary employee will receive a 40 hour lump sum accrual on their anniversary date. If hired prior to 01/01/2017, they will receive the accrual January 1st each calendar year.
- If an eligible temporary employee separates from employment at the University and returns within 12 months of their separation date, the one-year waiting period is reduced by the temporary employee's previous length of service.
- Unused sick time is not paid out at the end of employment.
- Employees may only use sick time on days that they are scheduled to work.

### Using Paid Time:

Employees should report Temporary Sick Time taken on their PeopleSoft or Kronos timecards in a minimum of 1 hour increments. Temporary employees should be highly encouraged to provide at least two weeks' notice of their intent to use paid sick leave whenever it is possible to provide such advance notice. Please note that supervisors may require temporary employees to make reasonable efforts to avoid scheduling routine or preventative health care during regular work hours.

For questions about time card reporting, please contact Payroll Services at [payroll@uvm.edu](mailto:payroll@uvm.edu) for record retention purposes.

If departments are unsure whether requested time off is eligible for paid sick time under this policy, please contact Human Resource Services (HRS) at 802-656-3150 or [hrsinfo@uvm.edu](mailto:hrsinfo@uvm.edu).

### Employees must be allowed to use their accrued paid time-off for the following:

- a. To care for the employee's own physical or mental illness, injury, or medical condition that requires homecare, professional medical diagnosis or care, or preventative medical care, including diagnostic, preventive, routine, or therapeutic health treatment;
- b. To care for the employee's family member who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
- c. To help the employee's family member obtain diagnostic, preventive, routine, or therapeutic health treatment, or to accompany the employee's parent, grandparent, spouse, or parent-in-law to an appointment related to his or her long-term care. Routine healthcare treatment includes travel to and from an appointment, a pharmacy, or other location related to the purpose for which the time was taken.



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- d. The employee is arranging for social or legal services or obtaining medical care or counseling for the employee or the employee's family member who is a victim of and/or is relocating due to domestic violence, sexual assault or stalking;<sup>1</sup>
- e. To care for the employee's family member because a school or business where that individual is normally located during the employee's workday is closed for public health or safety reasons.<sup>2,3</sup>

*H.187 (Vermont Paid Sick Leave Legislation) defines "family member" as: parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child.*

Please see the Temporary Employee Paid Sick Time Policy FAQs for more information.

For questions regarding this policy, please contact Human Resource Services at [hrsinfo@uvm.edu](mailto:hrsinfo@uvm.edu) or 802-656-3150.

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<sup>1</sup> Up to 40 hours of paid sick time (or a combination of vacation time and paid sick time) may be used for this purpose.

<sup>2</sup> Up to 40 hours of paid sick time (or a combination of vacation time and paid sick time) may be used for this purpose.

<sup>3</sup> Includes closures for inclement weather.