



The University of Vermont

Date: August 10, 2022
To: Non-Represented Staff
From: Andrea Mast, Associate Chief HR Officer, and Peter Blackmer, Associate Chief HR Officer
Re: PTO updates for non-represented staff

As of July 15, 2022, the University implemented a paid time off (PTO) system in lieu of vacation, personal, and cultural holidays for non-represented staff members. Additionally, non-represented staff are now eligible for the Juneteenth holiday and paid parental leave.

Following is a brief summary of changes to the PTO accrual system, paid holidays, and paid parental leave. Full policy details will be available in an updated version of the non-represented staff handbook in the near future.

PTO Accrual Rates (Effective 7/15/22)

Paid Time Off (PTO) combines all forms of paid time off with the exception of sick leave, University-recognized holidays, and administrative closures into a single program that gives employees individual responsibility and flexibility in the management of their paid time off. PTO provides paid time off for vacation, personal days, and cultural holidays. Employees are responsible for managing their PTO to ensure the balance does not reach the maximum allowed. Individual departments may have their own procedures for requesting and approving time off, and employees must follow those procedures. PTO is prorated based on FTE and term of appointment.

PTO shall be awarded on the following schedule:

Years of employment at UVM	PTO days accrued per 12-month period	PTO days accrued per month	PTO hours accrued per month, 37.5-hour week	PTO hours accrued per month, 40-hour week
0-5	20	1.666	12.5	13.333
>5-10	25	2.083	15.625	16.667
>10-20	27	2.250	16.875	18
>20+	30	2.5	18.75	20

Please note: Non-represented classified staff who have accrued personal days or cultural holidays may continue to use them until December 31, 2022. After that time, while cultural holiday and personal day

fields will still be visible in PeopleSoft, they will no longer accrue and their balances will simply be "0." PTO accruals will be visible as the "Vacation/PTO" field in PeopleSoft.

PTO Payout Upon Termination

Effective May 20, 2022, employees who terminate employment with the University for any reason other than just cause will be paid out for unused PTO, up to a maximum of 270 hours. Employees who have not completed their probationary period and employees terminated for just cause will not receive any payout of PTO.

Paid Parental Leave:

Eligible employees will receive their full salary, or full regular straight-time pay, for up to eight weeks of paid parental leave for the following reasons, as defined by the FMLA:

1. The birth of a child or placement of a child for adoption or foster care; or
2. To bond with a child (leave must be taken within one year of the child's birth or placement).

To use paid parental leave, employees should contact their HR Representative, who will review the employee's eligibility with their Labor & Employee Relations Professional.

Updated Holidays & Administrative Closures:

- New Year's Day
- Birthday of Dr. Martin Luther King, Jr.
- Presidents' Day
- Memorial Day
- Juneteenth (**ADDED**)
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Holiday time is prorated on FTE. An employee must be in a paid status to be awarded holiday time. Temporary employees are not eligible to receive paid holidays.

Administrative Closures: The University will be closed for at least three days each year between December 26 and December 30 for Winter Break. The University may, in its sole discretion, grant additional Winter Break days before or after this period.

If you have questions or concerns, please contact Human Resource Services at HRinfo@uvm.edu or 802-656-3150.