

PAID TIME OFF (PTO) VS. SICK LEAVE (SL) and VACATION LEAVE (VL) FACTSHEET FOR HX UNIT

Paid Time Off (PTO)

- Irvine, San Francisco and Davis have very similar PTO policies. However, there are some differences. Davis' PTO policy: www.ucdmc.ucdavis.edu/hr/hrdepts/compensation/pto.html IR and SF's PTO policies available upon request.
- The PTO Program establishes 2 accrual banks: a PTO bank for both sick and vacation time and an ESL (Extended Sick Leave) bank.
- PTO accrual rate is based on classification, years of service and hours on pay status. All PTO hours will be transferred as HX contract specified VL hours.
- ESL accrual is based on number of hours on pay status and is usually 6 days/year for full time employees. There is no maximum ESL accrual. ESL can not be used for vacation or holiday purposes. ESL has no cash value; however ESL hours can be applied toward UCRP years of service. All ESL hours will be transferred as HX contract specified SL hours.
- The first consecutive 16 hours of absence come out of the PTO bank, regardless of the reason. An absence on the third consecutive day is charged to either sick or vacation leave, as appropriate.
- PTO balances exceeding a certain amount of hours per year (it varies by years of service) must be cashed out each year at the employee's current rate of pay. If an employee reaches the maximum PTO accruals, the allocation to PTO temporarily stops until the employee's PTO balance is again below the maximum.
- Upon retirement or termination unused PTO hours will be cashed out at current salary rate. Banked ESL hours will be lost if employment is ended prior to vestment.
- Employees are given 60 days notice of maximum PTO accrual.

Sick Leave Credit by Hours on Pay Status

160 Hr Month	168 Hr Month	176 Hr Month	184 Hr Month	% Time at Work During Month	Accrual Hrs Per Month
0 – 79	0 – 83	0 - 87	0 - 91	0 – 49	0
80 – 89	84 – 94	88 - 98	92 - 103	50 – 56	4
90 – 109	95 – 115	99 - 120	104 - 126	57 – 68	5
110 – 129	116 - 136	121 - 142	127 - 149	69 – 80	6
130 – 149	137 - 157	143 - 164	150 - 172	81 – 93	7
150 – 160	158 - 168	165 - 176	173 - 184	94 – 100	8

Upon retirement, sick leave converted to UCRP service credit. There is no maximum number of accrual hours for SL.

HX Sick Leave article: www.upte.org/contract-hx/art_36.pdf

Vacation Accruals

Years of Service	Per Hour Accrual	Per Year Accrual	Maximum Balance
Less than 10	0.057692	15 days	240 hours
10 but less than 15	0.069231	18 days	288 hours
15 but less than 20	0.080769	21 days	336 hours
20 or more	0.092308	24 days	384 hours

Employees are given 90 days notice prior to max vacation accrual. Upon retirement, unused VL hours will be cashed out on one's current rate of pay.

HX Vacation Leave article: www.upte.org/contract-hx/art_42.pdf

Advantages of SL/VL: You will have an extra 3 days of VL after 15 years and an extra 6 days of VL after 20 years (PTO has same accumulated hours but they must be used as SL). Upon retirement SL is counted towards years of service for UCRP. Workers who must use more SL still have VL hours to use.

