

Time Away from Work

University policies on sick time, vacation time, holidays, and various other types of leaves are covered in the University of Michigan Staff Handbook and the Standard Practice Guide (SPG). Time away from work should be coordinated with your supervisor, who can give you the department's procedure for requesting time off.

While the Medical School is supportive of flexible work schedules, work in a given area may not be feasible with such an arrangement. Consult your supervisor to see if it is possible in your department.

If you are interviewing for another job within the University, paid release time is available provided you have notified your supervisor of the purpose of the time away. While supervisors are encouraged to allow staff opportunities to interview during normal work hours, the time away may not interfere with normal business operations.

Sick Time

You will receive 15 days or 120 hours of short-term sick time per year. This time is front loaded and these days do not accrue. Short-term sick time renews on the 1st day of your anniversary month and can be used for preventive care and for family when they are ill. The immediate family is defined as the spouse or same-sex domestic partner, son, daughter, parent, grandparent, grandchild, brother or sister (or their spouse for you or your partner), or any other person in your household for which you are legally responsible. Your sick time balances can be found on your electronic timesheet. Sick time is prorated if staff members have a partial appointment. For further information on sick time, please see SPG 201.11.

Extended Sick Time

Extended sick time is available for absences of more than ten days or chronic medical conditions and is available to you after two years of service. Extended sick time does not accrue and renews every five years on your anniversary date. Once eligible for extended sick time, staff members will receive six-months at full pay and six-months at half pay and will need to provide documentation from their physician to arrange to be on extended sick time. Please check with your supervisor and the Standard Practice Guide for further details and criteria. For further information on sick time, please see SPG 201.11.

Vacation Time

Paid vacation time is earned on a monthly basis by each staff member. The amount that you earn is determined by your type of job and your length of service. The following chart shows the accrual rates. Non-exempt staff are paid bi-weekly and exempt staff are paid monthly.

Years of Service	0-5 years	5-8 years	Over 8 years
Non-Exempt staff	8 hours per month 12 days per year	12 hours per month 18 days per year	16 hours per month 24 days per year
Exempt staff	16 hours per month 24 days per year	16 hours per month 24 days per year	16 hours per month 24 days per year

You may accumulate up to two times your annual accrual rate. Once you reach your maximum accrual rate, you will not accrue any more vacation time until hours already accrued are used. Once you are at the maximum accrual, you will need to use vacation hours in order to start accruing time again. Please note that vacation time is prorated for staff members who have a part-time appointment. For further information on vacation time, please see SPG 201.64.

Holidays

The University recognizes seven (7) paid holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, the day after Thanksgiving and Christmas Day. If you do not recognize some of these holidays, up to three other holidays can substituted. Arrangements for holiday substitution must be made with supervisor approval. For further information on holidays, please see SPG 201.26.

Season Days

Season Days are a wonderful benefit for staff members. Season Days allow families to spend time together over the holiday break and permits the University to reduce utilities during this period. Season Days are generally the four days between Christmas Day and New Year's Day. This time is in addition to your vacation accrual. Additional time off may be requested and will be taken from available vacation time. If you are unable to use your Season Days during that week because of work requirements, the Days can be scheduled, with approval from the supervisor, between November 15th and the 3rd Monday in January (Martin Luther King, Jr. Day). Season Day time is prorated for a part-time appointment. For further information on season days, please see SPG 201.26-1.

Bereavement/Funeral Time

You may receive up to 3 days (24 hours) of bereavement time to travel and/or attend the funeral services for a family member. Family members include: spouse or same-sex domestic partner, son, daughter, parent, grandparent, grandchild, brother or sister (or their spouse for you or your same-sex domestic partner), or any other person in your household for which you are legally responsible. You must get approval from your supervisor and if staff members need additional time off, vacation time must be used. For further information on bereavement time, please see SPG 201.03.

Jury Service

If you are called for jury service, you must show the summons to your supervisor for verification. You will be excused from work without loss of pay or benefits. Monies received from the court do not need to be turned in and time must be recorded as jury service on your time sheet. For further information on jury service, please see SPG 201.29.

Leaves of Absence

There are many leaves of absence (LOA) offered by the University for staff who have completed their Probationary Period. All LOA's are unpaid and the titles are self-explanatory. Please see the Standard Practice Guide for further criteria. The Leaves are as follows:

- Child Care
- Disability
- Educational
- Family Medical
- Government Service
- Medical
- Medical/Child Care
- Military Service
- Personal
- Seasonal

For further information on leaves of absence, please see SPG 201.30-0.

Breaks and Lunches

A paid break of up to fifteen minutes is generally available for staff to take in each 4-hour work period. Breaks are not guaranteed and should be taken as work permits. Paid breaks cannot be used to extend a lunch break, or make up for late arrivals or early departures. Staff members should let someone know that they need to step out to make sure there is phone coverage and operations of the office continue to run smoothly.

Lunch breaks are scheduled within each department. A lunch break that is thirty minutes or more is unpaid time and should be observed away from the work site. This is time you can use to take care of personal business as well as eating a meal. The supervisor will let staff members know when their lunch period is scheduled and how long it is. For further information on breaks and lunches, please see SPG 201.31.