Quick Reference Sheet for Extended Sick eligibility and Bridging Practices

Non-Bargained for Staff
UMHHC PTO Program Policy

400 hours 100% pay
656 hours 66.667% pay
1056 hours 50% pay

Extended Sick Use Eligibility (must meet all criteria to be eligible)
- At least a 50% FTE (appointment fraction) required
- At least 1 year of service on day 1 of the 10 day qualifying period
- Off due to illness/injury more than 10 days (80 hrs.) pro-rated by FTE; known as “10 day qualifying period”
- Acceptable supporting documentation from physician has been received and approved by Work Connections
- First 5 days (40 hrs.) pro-rated by FTE, must be PTO/OTB or no pay; known as the “bridge”
- Extended Sick Banks renew every 2 years
  - To be eligible for the renewal, must not be currently using extended sick time pay
  - Renewals are backed out by Payroll staff if there is usage within the last 30 days; the renewal is reinstated effective the 31st day of no usage

Standard Practices
- One bridge per calendar year; regardless of how many times an employee accesses extended sick pay
- A successful return to work = 30 consecutive calendar days no extended sick usage
- If a Holiday falls within the qualifying period; employee receives Holiday pay and that day counts towards the bridge
- Can supplement partial Ext Sick Pay with PTO; employee must request it and have PTO hours available
- Do not need to track same illness/injury, each extended sick leave and successful return to work is considered a new incident
- For chronic conditions with intermittent time off, the look back period to count the 5 day bridge or 10 day qualifying period is up to 6 months and must be within the current calendar year
Extended Sick Use Eligibility (must meet all criteria to be eligible)

- At least a 20% FTE (appointment fraction)
- At least 2 year of service acquired within the 10 day (80 hr.), pro-rated by FTE, bridge period
- Off more than 10 days (80 hrs.) pro-rated by FTE, with a qualifying illness/injury (medical documentation required), known as the “10 day qualifying period”
  - Medical documentation can be sent to Work Connections by the employee if they choose to
- First 10 days (80 hrs.) pro-rated by FTE, must be PTO/OTB or no pay; known as the “bridge”
- Extended Sick Banks renew every 5 years
  - To be eligible for the renewal, must not be currently using extended sick time pay
  - Renewals are backed out by Payroll staff if there is usage in the last 30 days; the renewal is reinstated effective the 31st day of no usage

Standard Practices

- One bridge per illness/injury is required
- A successful return to work = 30 consecutive calendar days no extended sick usage
- Intermittent absences may count toward the two-week qualifying period if the absences are related to the same illness or injury and with appropriate medical documentation
- If a Holiday falls within the qualifying period; employee receives Holiday pay and that day counts towards the bridge
Quick Reference Sheet for Extended Sick Time Pay Eligibility and Bridging Practices

AFSCME Bargained for Staff Effective 1/1/2018
Article 25 Section E. Extended Sick Time Pay

Extended Sick Time Pay (must meet all criteria to be eligible)

• At least a 50% FTE (appointment fraction) required
• At least 1 year of service on day 1 of the 10 day qualifying period
• Off due to illness/injury more than 10 days (80 hrs.) pro-rated by FTE; known as “10 day qualifying period”
• Acceptable supporting documentation from physician has been received and approved by Work Connections
• First 10 days (80 hrs.) pro-rated by FTE, must be PTO/OTB or no pay; known as the “bridge”
• Extended Sick Banks renew every 2 years
  • To be eligible for the renewal, must not be currently using extended sick time pay
  • Renewals are backed out by Payroll staff if there is usage within the last 30 days; the renewal is reinstated effective the 31st day of no usage

Standard Practices

• Must bridge for each use of Extended Sick Time Pay
• A successful return to work = 30 consecutive calendar days no extended sick usage
• If a Holiday falls within the qualifying period; employee receives Holiday pay and that day counts towards the bridge
• Can supplement partial Ext Sick Pay with PTO; employee must request it and have PTO hours available
• Staff are not allowed to qualify for or use extended sick in an intermittent fashion

400 hours 100% pay
656 hours 66.667% pay
1056 hours 50% pay
Quick Reference Sheet for Supplemental Disability eligibility and Bridging Practices

AFSCME Bargained for Staff Prior to 1/1/18
Paragraph 229F., of the AFSCME contract

480 hours 100% pay

Supplemental Disability Income Eligibility (must have all criteria met to be eligible)
• At least a 20% FTE (appointment fraction)
• At least 2 year of continuous service
• Off more than 10 days (80 hrs.) pro-rated by FTE, with a qualifying illness/injury (medical documentation required), known as the “10 day qualifying period”
  • Medical documentation can be sent to Work Connections by the employee
• First 10 days (80 hrs.) pro-rated by FTE, must be PTO/OTB or no pay; known as the “bridge”
  • Holiday DOES NOT count as part of the 10 day bridge period
  • All paid time must be utilized before using unpaid time for the bridge
• Supplemental Disability Income cannot be used intermittently
• Supplemental Disability Income Bank renews every 5 years
  • To be eligible for the renewal, employee must be at work on the day they are to renew
  • Renewals are backed out by UMHHC Payroll staff if the employee is not at work on the day of renewal; the renewal is reinstated the day they return to work

Standard Practices
• Must bridge for each use of supplemental disability income