Quick Reference Sheet for Extended Sick eligibility and Bridging Practices

Non-Bargained for Staff
UMHHC PTO Program Policy

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
Quick Reference Sheet for Extended Sick eligibility and Bridging Practices

MNA Bargained for Staff
Article 30; UMPNC/MNA contract

1056 hours 100% pay
1056 hours 50% pay

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 and working full appointment

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; working full appt
• 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
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

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