

# University of Michigan Health System

## PAID TIME OFF SELL-BACK PROCEDURES FOR ALL STAFF

**Non-Bargained for Staff (Covered by the SPG)**

*UMHHC Policy 04-06-010 PTO (Paid Time Off Program)*

**NON-EXEMPT EMPLOYEES** may sell back unused PTO days, providing that at least 40 hours remain in their PTO bank at the time of pay out.

**EXEMPT EMPLOYEES** may sell back up to 40 hours, providing that at least 40 hours remain in their PTO bank at the time of pay out.

**EXEMPT OR NON-EXEMPT PART-TIME EMPLOYEES** may sell back all PTO.

**Nursing Staff (Covered by the MNA bargaining agreement)**

*MNA Contract Paragraph 333A*

**NURSING STAFF** may sell back any number of PTO hours as long as 40 hours (prorated according to appointment fraction) remain in the PTO bank.

**SERVICE/MAINTENANCE STAFF (Covered by the AFSCME bargaining agreement)**

*AFSCME Contract Section F Paragraph 229g*

**FULL TIME SERVICE/MAINTENANCE STAFF** may sell back up to 80 hours (prorated according to appointment fraction) provided at least 40 hours remain in their PTO bank.

<b>Type of Employee</b>	<b>Sellable Hours</b>	<b>Minimum Balanced Required</b>
Non-Exempt, Full-time, Non-Bargained For	Unlimited	40
Exempt, Full-time, Non-Bargained For	40	40
Part-time, Non-Bargained For	Unlimited	None
Service Maintenance Covered by AFSCME Contract	80 <small>(prorated for part time)</small>	40 <small>(prorated for part time)</small>
Nurses Covered by MNA Agreement	Unlimited	40 <small>(prorated for part time)</small>