University of Michigan Health System  
Paid Time Off Sell Back Reference

**Non-Bargained for Staff (Covered by the SPG)**  
UMHHC Policy 04-06-010 Paid Time Off (PTO) Program

**NON-EXEMPT EMPLOYEES** may sell back up to five days (40hrs) unused PTO, providing that at least five days (40hrs), pro-rated by their FTE, remain in the PTO bank at the time of pay out.

**EXEMPT EMPLOYEES** are NOT eligible to sell back PTO effective 7/1/2014

**Nursing Staff (Covered by the UMPNC/MNA bargaining agreement)**  
UMPNC/MNA Contract Article 29, Section B, Paragraph 333A

**NURSING STAFF** may sell back any number of PTO hours as long as 40 hours Pro-rated by appointment fraction remain in the PTO bank.

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

**SERVICE/MAINTENANCE STAFF** may sell back up to 160 hours (prorated according to appointment fraction); no requirement to save PTO hours; *remind staff they have an 80-hour bridge to Ext Sick Usage, if eligible*

<table>
<thead>
<tr>
<th>Type of Employee</th>
<th>Sellable Hours</th>
<th>Minimum balanced Required:</th>
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</thead>
<tbody>
<tr>
<td>Non-Exempt, Non- Bargained For</td>
<td>40</td>
<td>Do not include February accrual in the year of payout when determining the amount of PTO hours allowable for the Sell Back or number of hours that must remain in the PTO bank.</td>
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<tr>
<td>Service Maintenance Covered by AFSCME Contract</td>
<td>160 (prorated for part time)</td>
<td>0 (prorated for part time)</td>
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<tr>
<td>Nurses Covered by MNA Agreement</td>
<td>Unlimited</td>
<td>40 (prorated for part time)</td>
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</tbody>
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Updated 10/11/2017