

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 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 (prorated according to appointment fraction) remain in the PTO bank.

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

AFSCME Contract Article 25, Section F, Paragraph 229g

FULL TIME SERVICE/MAINTENANCE STAFF may sell back up to 120 hours (prorated according to appointment fraction) provided at least 40 hours remain in their PTO bank.

Type of Employee	Sellable Hours	Minimum Balanced Required: Upon processing of the last paycheck in January (not including February accrual)
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	120 (prorated for part time)	40 (prorated for part time)
Nurses Covered by MNA Agreement	Unlimited	40 (prorated for part time)