One Time Bank

The One Time Bank was established in July 1997 when Hospital funded employees, both non-bargained for and those covered under the AFSCME bargaining agreement, converted from the Sick & Vacation Leave Plans to the Paid Time Off (PTO) Leave Plan.

This occurred for Nurses covered under the UMPNC/MNA bargaining agreement as well, when they converted to the PTO Leave Plan in February 1998.

The One Time Bank hours are used to cover the 10 day bridge to Extended Sick, if eligible, and/or to run out after all Extended Sick hours are exhausted, if any hours are remaining. **The One Time Bank balance once used is not renewed.**

**Non-Bargained for Staff:** Upon conversion, up to 10 days (if available) of Sick Bank hours were transferred to the newly created One Time Bank balance for each employee. The 10 days were pro-rated by the employee’s appointment fraction. Example: 32 hour employee (80% effort) would have had 64 Sick Bank hours converted to the One Time Bank balance, if the hours were available in their old Sick bank.

**AFSCME Bargaining Unit:** Upon conversion, all Sick Bank hours available were transferred to the One Time Bank (OTB). Upon retirement, employees covered under the AFSCME bargaining agreement will receive a payout of up to 40 OTB hours in accordance with the AFSCME agreement dated 7/15/2009-7/25/2013.

**Nurses Covered by UMPNC/MNA Bargaining Agreement:** Upon conversion all Sick Bank hours were transferred to the One Time Bank (OTB).

**Transfers from Campus to Hospital:** From July 1997 thru May 2003, anyone who transferred from a Campus department to a Hospital department, (Sick & Vacation to PTO), were converted in the same manner, as stated above. In May 2003 the creation of the OTB ceased for these transfers.

In January of 2011 there was a large group of employees appointed to Medical School Departments, who converted from Sick & Vacation Plans to the Paid Time Off Plan. As a part of a special agreement employees were given a One Time Bank of 10 days, regardless of their Sick Bank balance at the time of conversion.

**What happens to the One Time Bank balance when someone has an effort (appointment fraction) change?**

For Non-bargained for employees the OTB balance is adjusted based on a formula that calculates the percentage of change in the balance in relationship to the change in effort.

- Example: An employee changes from a 100% effort to an 80% effort (40hrs/week to 32hrs/week)
  - An 80 hour OTB balance is adjusted by 20% and becomes a 64 hour OTB balance, or 10 days at the 80% effort.

Bargained for employees receive **NO** adjustment to the One Time Bank balance for a change in effort.

**What happens to the One Time Bank (OTB) balance when someone terminates their employment at UM?**

Upon termination of any kind the OTB hours are deleted from the bank balance and are **NOT** paid out except for AFSCME bargained for staff who are eligible to Sell-Back a maximum of 40 hours of their OTB balance upon retirement. The OTB is not reinstated if an employee terminates employment for any reason and is then rehired.