AFSCME CONTRACT
7/1/17
PAID TIME OFF
Accruals and usage
December 1st PTO load
Returning to work after an illness/injury

https://hr.umich.edu/working-u-m/my-employment/union-contracts-wage-schedules
ARTICLE 25 PTO

Section A. Paragraph 5.

Hours of PTO accrue and are recorded on the first day of each calendar month of employment. PTO accrues and is recorded on the bi-weekly pay period that includes the first of the month.

The current practice of not allowing AFSCME bargained for staff to use their accrual until the 1st of the month has NOT changed. This was confirmed by the Chief Negotiating Officer for the AFSCME contract, Sabrina Garret-Owens and Ellen Gracheck, Senior Labor Relations Specialist for Michigan Medicine.
ARTICLE 25 PTO

Section D. Usage of PTO Unscheduled

25-4 In order to be paid for unscheduled PTO, an employee must call in at least sixty (60) minutes prior to the start of their shift unless circumstances are beyond the employee’s control. For an unscheduled absence which is due to personal illness, PTO shall be payable to an employee provided the employee’s department head is notified of the nature of the sickness or injury and the probable duration thereof as soon as possible, but in no event later than the beginning of their shift, except when the failure to notify is due to circumstances beyond the control of the employee. All other unscheduled PTO, may be granted by the supervisor.

Employees may incur unpaid time, even if they have PTO available, if they are late to work and do not notify their supervisor at least 60 minutes prior to the start of their shift.
ARTICLE 25 PTO

Section D. 25-5

In all cases on returning to work from an absence due to personal illness an employee must certify on a form provided by the University the following:

1. The nature of the sickness or injury which prevented the employee from working, including time, dates and circumstances, and whether or not under the care of a physician; 2. The amount of time lost from work in hours because of the sickness or injury; 3. The name of the person to whom advance notice was given, together with the time, or the reason notice was not given.

A form will be distributed via the Timekeepers Network email group as soon as it is posted online

Please read entire PTO article carefully for full details
ARTICLE 24 PERSONAL DISCRETION TIME (PDT)

A non-probationary employee may use PDT time if department is notified no later than 60 minutes prior to the start of a shift that starts before 7am and 90 minutes prior to a shift that starts after 7am; Except if failure to do so is due to circumstances beyond the control of the employee.

PDT is limited to no more than 24 hrs. and may be taken in increments of 4 hrs. or 8 hrs. per month based on FTE in a 12 month period.

- For part time staff, pro-rate the total PDT hours to be used in 12 months (24 times FTE).
  - Allow them to take PDT in 4 or 8 hour increments, the remaining hours (<4 hrs.) can be supplemented with Scheduled PTO (PTS).

- If staff change their FTE; calculate their total PDT hours by percentage of the year times FTE times 24; you do this with the old FTE and the new FTE then add them together; refer to PTO TRC Manual on the Timekeeper Website for examples.
PTO SELL BACK

- Can sell back up to 160 hours of PTO time once per year pro-rated by FTE
- A written request to sell back PTO is submitted during the Benefits open enrollment period
- Once submitted may not be rescinded
- Payments for sold back PTO hours are made in the last paycheck in January of the following year
ARTICLE 23 SEASON DAYS

Section G. 23-10

For employees assigned to work in the Michigan Medicine Departments, Wayne County Medical Examiners Office, and Washtenaw County Medical Examiners Office, in lieu of “Season Days”, each employee shall receive 32.0 hours of PTO added to their PTO accruals, pro-rated by FTE.

The PTO will be loaded and available for usage on the first BW pay date of December each year.

Employees may sell back the PTO accrual in accordance with Article 25, 25-20.
ADMINISTRATION OF THE DECEMBER PTO LOAD

• Hours will be loaded after the December accrual is loaded

• PTO balances may exceed max balance for month of December only

• PTO balances will be capped at max plus 1 with the January PTO accrual load

• Employees must have an active appointment on December 1st to be eligible for the PTO Load