



Hourly Employees Purchase Leave Time Program

The *Hourly Employee Purchase Leave Time Program* is designed to provide additional paid time off to eligible employees who need or desire a few extra days beyond their normal paid leave time (PLT) accrual. This program enables hourly employees to purchase additional leave time without being financially impacted all at once.

Program Features

- Only regular full- and part-time hourly employees are eligible to participate in the Program. Ineligible are temporary and term employees and employees covered by a collective bargaining agreement.
- The Employee Purchase Leave Time Program is strictly voluntary.
- Request to purchase EPLT must be approved by your immediate supervisor and denoted on the *Hourly Employee Purchased Leave Time Salary Reduction Form*.
- Application to participate in the Program is accepted during the 2009 Annual Enrollment process for a January 1, 2010 effective date. New hourly employees hired after January 1, 2010 may apply during their first 30 days of employment.
- Once you enroll in the Program, you are obligated to participate the entire calendar year.
- Regular full-time employees may purchase additional time off in full day increments with a maximum of five (5) days or 40 hours in a calendar year. Part-time employees may purchase time off based on their FTE up to the maximum hours in their normal work week. For example, a part-time employee with a .5 FTE working 20 hours per week must purchase paid leave time in 4-hour blocks with a maximum purchase of 20 hours in a calendar year.
- You will repay the University for your purchased leave time through pre-tax payroll deductions taken in equal installments throughout the calendar year and spread over 26 pay periods or, in the case of new employees hired after January 1, 2010, pro-rated based on their hire date.
- The cost of your paid time off will be based on your hourly pay rate in effect on January 1, 2010 or, for new employees hired after January 1, 2010, your hourly pay rate at the time of hire.
- Purchased leave time may not be carried forward to the next calendar year, Rather, UST will reimburse you at the end of the calendar year for any remaining but unused purchased time off as of December 1st. That reimbursement will be on an after-tax basis and at the rate of your original purchased leave.
- Your purchased time off is not considered when calculating overtime. However, employees will continue to accrue their normal PLT when taking a day of purchased leave time.



- Your EPLT balance is available for your use on the first day of the first pay period of the new calendar year or, for employees hired after January 1, 2010, upon the date that their participation becomes effective.
- Request to take EPLT must be approved in advance by your immediate supervisor.
- EPLT hours are reported on your bi-weekly timesheet.