

Hourly Employee Paid Leave Time (HEPLT) Policy

Policy number: 507
Policy owner: Office of Human Resources

Date of initial publication: Not available
Date of latest revision: September 4, 2019

SECTION I. PURPOSE

HEPLT provides additional paid time off to eligible hourly employees who need or want a few extra days beyond their normal paid leave time (PLT) accrual.

SECTION II. SCOPE AND APPLICABILITY

All regular benefits-eligible full-time and part-time hourly staff ($\geq .625$ FTE) are eligible to purchase HEPLT starting on their first day of employment, but are not eligible to take HEPLT until after completing ninety (90) days of service. Faculty, salaried staff, temporary, on-call and student workers are not eligible for HEPLT. Union employees should refer to their collective bargaining agreement for specifics.

SECTION III. HEPLT GUIDELINES

- HEPLT is voluntary and must be approved in writing by the employee's departmental management.
- Enrollment can be made during the first 30 days of employment as an eligible employee or during an annual enrollment period.
- Once enrolled in the program, the employees are required to participate the entire calendar year.
- Employees are able to purchase time off in full day increments up to five (5) days or 40 hours in a calendar year, prorated based on FTE (full-time equivalency). For example:
 - 1.0 FTE = purchase a minimum of eight (8) hours up to a maximum of 40 hours
 - .625 FTE = purchase a minimum of five (5) hours up to a maximum of 25 hours
- Employees purchasing HEPLT agree to a prorated reduction in their wages. This provides employees with a steady, reduced income and additional leave.
- Participation in the HEPLT program is subject to the terms of the [HEPLT Program and Form](#), including the purchase agreement and management approval.

For questions about HEPLT, contact the Benefits Office at benefits@stthomas.edu or 651-962-6520.