

Paid Leave Time (PLT) for Non-Exempt (Hourly) Staff Policy

Policy number: 508
Policy owner: Office of Human Resources

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

SECTION I. PURPOSE

This policy describes the paid leave time the University offers to regular, hourly staff and conditions for its use.

SECTION II. SCOPE AND APPLICABILITY

This policy applies to regular full-time and part-time hourly staff. Faculty, salaried staff, term appointments (salaried), temporary staff, on-call staff and student workers are not eligible for PLT.

SECTION III. PLT GUIDELINES

PLT provides flexibility for time off for personal and family reasons as well as for illness and vacation purposes.

- Taking time off for reasons other than approved absences is a violation of University policy and will be seen as a performance issue. Approved absences include: properly reported sick and safe time leave, approved personal leave and approved unpaid leave.
- The University does not recognize and does not permit the practice of taking “comp time” as a reward for extra hours worked.
- PLT may be used for any purpose, including vacation, personal days off and sick and safe time leave.
- Sick and safe time leave is paid leave that can be used for: (a) the employee’s own illness, injury or health condition, or medical appointments; (b) an illness, injury or health condition of, or medical appointments for a member of the employee’s family or household; (c) time off occasioned by domestic abuse, sexual assault or stalking (e.g., absences required for medical attention, obtaining victim services or counseling, relocation, or legal process) for the employee, a member of the employee’s family or household or a person with a close association equivalent to a family relationship; or (d) to provide childcare to a family member in the event of an unexpected school or daycare closing (e.g., snow day).
- Employees with a 9-month, 10-month, or 11-month contract may also use PLT to pay for their premiums during the period they are not scheduled to work.
- Eligible full-time (40 hours/week) hourly employees accrue PLT according to the following schedule. PLT for eligible part-time hourly employees will be prorated based on FTE (full-time equivalency).

LENGTH OF SERVICE	ACCRUAL RATE	HOURS PER YEAR	APPROXIMATE DAYS PER YEAR	APPROXIMATE WEEKS PER YEAR
Less than 4 years	.068	141.44	17.5	3.5
4 yrs up to 12 years	.090	187.20	23.5	4.7
12 years & over	.109	226.72	28.5	5.7

- New employees begin accruing PLT immediately upon hire, but are not eligible to take PLT until after completing ninety (90) days of service.
- PLT is accrued at the end of each pay period and may not be taken during the pay period in which it is earned.
- Full-time hourly employees are permitted to carry forward a maximum of 160 hours of PLT each September 30th.
- PLT hours that are carried forward by part-time employees are prorated based on their FTE (full-time equivalency), provided, however, that all employees will be allowed to carry forward at least 80 hours of PLT. For example, an employee working .625 FTE is permitted to carry forward 100 hours.
- Accrued PLT over 160 hours for full-time employees or the prorated carry-forward maximum for part-time employees will be forfeited or lost if not used by September 30th each year.
- Requests to use PLT must be approved by the employee's supervisor at least seven days in advance of the requested time off if the need for leave is foreseeable. If the need for leave is not foreseeable, such as an unexpected illness of the employee or family member, the employee must request leave as soon as practicable. Employees must follow established department call-in procedures to notify their supervisor of absences.
- PLT does not accrue on hours worked beyond 40 hours per week.
- Employees are reimbursed up to a maximum of 160 hours of unused PLT at the time of termination of employment.
- Employees do not accrue PLT while on short or long-term disability or while on an unpaid leave of absence.
- If the reason for taking PLT is for the employee's or family member's illness, PLT will run concurrently with other available forms of leave for which the employee may be eligible, such as FMLA leave.
- The University does not unlawfully retaliate against employees for using PLT for sick and safe time leave or for using PLT concurrent with any other protected leave of absence.

For questions, contact the [Benefits Office](#) at benefits@stthomas.edu or 651-962-6520.