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Paid Time Off (PTO)

I. PURPOSE

UCI Health provides Paid Time Off (PTO) to all non-represented co-workers and, where applicable by the terms and conditions of a collective bargaining agreement, represented co-workers who hold career, contract, limited and floater appointments. UCI Health encourages and anticipates that co-workers will use a minimum of 80 hours of PTO per year. PTO is provided to eligible co-workers when absent from work for vacation, sick leave, or other scheduled and unplanned absences. PTO provides flexibility to co-workers and makes them responsible for planning and using accrued PTO.

For non-represented co-workers, policies, procedures, and programs will be interpreted as consistent with the requirements for PTO programs set forth in the [Absence From Work Policy](#) as amended from time to time. This includes but is not limited to the amendment to the Absence From Work Policy that takes effect on January 1, 2025, related to expanded sick leave.

Any provisions of these policies and programs that conflict with the requirements for PTO programs set forth in the Absence From Work Policy will be read as consistent with the Absence From Work policy's requirements.

Represented co-workers should refer to their applicable collective bargaining agreements (CBA).

II. TERMS & DEFINITIONS

1. **Paid Time Off (PTO)**

PTO can be used for vacation, sick or other scheduled or unscheduled absence from work. Upon eligibility for the PTO program (i.e., transfer to position from a position that accrues vacation and sick leave to a position that accrues PTO), each co-worker's vacation accrual balance converts to PTO. PTO accrues on a quadriweekly basis, under a formula based on years of service and time on pay status. At any time, an co-worker's PTO balance cannot exceed twice the annual accrual rate. Accrued but unused PTO hours in excess of the cap defined in the chart below will be paid out at the co-worker's current base pay rate annually in accordance with UCI Health procedures. Upon termination of employment, co-workers will be paid for accrued but unused PTO at their base rate of pay.

2. **Extended Sick Leave (ESL)**

ESL is a bank of hours which accrue at the rate of six days per year, pro-rated for part-time work. ESL can be used after the first three consecutive shifts of PTO or 24 hours of PTO, whichever is less. ESL can also be used for bereavement leave or Family Medical Leave (FMLA) as defined under University policy. ESL cannot be used for vacation or holiday purposes. There is no cash value to ESL upon termination, however, ESL hours can be applied to UCRP service credit under the terms and conditions of the UC Retirement Plan. Upon eligibility for the PTO program, accrued sick leave hours will be placed into the co-worker's ESL bank.

3. **Family and Medical Leaves (FML)**

Leaves that the University offers co-workers for specified family and medical reasons, consistent with the federal Family and Medical Leave Act (FMLA), California Family Rights Act, and/or California's Pregnancy Disability Leave (PDL) Law.

4. **Family Member**

Except for purposes of FML, a co-worker's spouse, domestic partner, designated person children regardless of age or dependency status (including children of the co-worker's domestic partner), parents, siblings, grandparents, and grandchildren. Step-relatives, in-laws, and relatives by adoption are included on the same basis as the above-listed blood relatives. "Parent" also includes a foster parent or legal guardian of a co-worker or the co-worker's spouse or domestic partner or a person who stood in place of a parent (in loco parentis) when the co-worker was a minor child. Likewise, "child" also includes a foster child, legal ward, or a child to whom the co-worker stands in place of a parent (in loco parentis).

5. **Family Member for Purposes of FML**

A co-worker's spouse, domestic partner, designated person, children regardless of age or dependency status (including children of the co-worker's domestic partner), parents, parents-in-law, grandparents, grandchildren, and siblings. Step-relatives, and relatives by adoption, foster care, and legal ward/legal guardian relationships are included on the same basis as the above-listed blood relatives. "In loco parentis" relationships also qualify, which means that (a) "parent" includes a person who had day-to-day responsibilities to care for the co-worker or financially supported the co-worker when the co-worker was a child; and (b) "child" includes a person for whom the co-worker has day-to-day responsibilities to care for the child or financially supports the child. In-laws other than parents-in-law are not included unless the co-worker identifies the in-law as a designated person.

6. **Quadriweekly Cycle**

Two biweekly pay periods are considered as a unit for the purpose of leave accrual.

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III. PROCEDURE

1. Eligibility: PTO and ESL are provided to co-workers who hold career, contract, limited and floater appointments.

2. Accrual Rate: An eligible co-worker earns PTO from the date of eligibility based on the number of hours on pay status as follows:

Years of Qualifying Service	Per Hour on Pay Status	Quadriweekly Accrual for full time co-worker	Approximate Hours/Days Per Year for full time co-worker	Maximum Accrual (Twice Annual Accrual Rate)	Annual Payout Cap (75% of Annual Accrual Rate)
Professionals and Support Staff (PSS)					
Less than 10	.080769	12.92 hours	168 hrs/21 days	336 hrs	252 hrs
10	.092308	14.77 hours	192 hrs/24 days	384 hrs	288 hrs
10 but less than 15	.103846	16.62 hours	216 hrs/27 days	432 hrs	324 hrs
15 but less than 20	.115385	18.46 hours	240 hrs/30 days	480 hrs	360 hrs
20 or more					
Senior Managers, Managers and Senior Professionals (SMG/MSP)					
Less than 5	.092308	14.77 hours	192 hrs/24 days	384 hrs	288 hrs
5	.103846	16.62 hours	216 hrs/27 days	432 hrs	324 hrs
5 but less than 10	.115385	18.46 hours	240 hrs/30 days	480 hrs	360 hrs
10 or more					

An eligible co-worker earns ESL from the date of eligibility based on the number of hours on pay status as follows:

Per Hour on Pay Status	Quadriweekly Accrual for full time co-worker	Approximate Hours/Days Per Year for full time co-worker
.023077	3.69 hours	48 hours/6 day

3. PTO and ESL earned shall be credited to the co-worker on the next working day following the quadriweekly cycle, except that an eligible separating co-worker shall earn proportionate PTO and ESL through the last day on pay status.

4. PTO accrues in accordance with a co-worker's classification, years of service, and time on pay status except as follows:

- I. Co-workers who were in the Administrative and Professional Staff Program (A&PS) as of June 30, 1996, will accrue PTO under the combined A&PS vacation schedule plus half of the sick leave

accrual schedule until whichever event occurs first: a break in service of four or more months or promotion to a position classified at the MSP or SMG level. Upon return to University employment after a break in service of four or more months or promotion to MSP/SMG, the co-worker will earn PTO in accordance with the schedule outlined above

5. Maximum accrual: PTO leave may accrue to a maximum of two times the annual full-time earning rate whether the co-worker holds a full or part-time appointment. Once a co-worker reaches the maximum accrual, no additional PTO may be accrued until the co-worker's PTO leave balance falls below the maximum.

However, if a co-worker cannot schedule PTO within 60 working days of reaching the maximum accrual limit due to operational considerations, the University will provide the co-worker an additional four months within which to take PTO leave in order to bring the co-worker's accrual below the maximum. The co-worker continues to accrue PTO during these additional four months. There is no maximum ESL accrual.

6. Annual Payment for Hours Above Cap: Each December, a co-worker who has a PTO balance in excess of the cap defined for that accrual level will have the balance of hours in excess of the cap paid at the co-worker's current pay rate. Payout is mandatory and co-workers may not carry forward a PTO balance in excess of their annual payout cap (75% of annual accrual rate).

7. Scheduling, Use, and Approval of PTO and ESL Time

1. PTO can be used for the following:

If you need time away from work because...	You may be eligible for the following leaves:
You want to take time off for rest, relaxation, renewal, or other personal reasons.	PTO
You are ill or need to take time off for the diagnosis, care, or treatment of an existing health condition or for preventive care	PTO, Family and Medical Leave (FML)
You become disabled	PTO, FML
You have a work-related injury or illness	PTO, FML
You are pregnant	Pregnancy Disability Leave, Sick Leave PTO, and FML
A family member or a member from your household is ill or you need to take time off for the diagnosis, care, or treatment of a family member's existing health condition or for a family member's preventive care. ("Family member" includes a designated person.)	PTO, FML
You have suffered from domestic violence, sexual assault, or stalking or a crime	Victims of Domestic Violence, Sexual Assault, or Stalking Leave, Victims of

2. PTO leave can be scheduled in advance or used for unscheduled absences. Co-workers are expected to plan for and schedule time off in accordance with UCI Health's Work Rules for Attendance.
3. Scheduled leave is subject to approval by the department manager or their designee.
4. ESL can be used after the first three consecutive shifts of PTO or 24 hours of PTO, whichever is less or in case of family illness as defined below in Section III.G.7.a. Except as provided in Section III.G.8 & 9, co-workers who do not have enough PTO for the first three consecutive shifts/24 hours of PTO shall be on leave without pay after exhausting their PTO, if any, until the 3 consecutive shift/24 hour criterion is satisfied.
5. A co-worker may be required to submit satisfactory proof of inability to work, illness in the family, or bereavement in order to be paid for ESL.
6. Cases in which a co-worker has excessive unscheduled absences should be treated in accordance with the appropriate disciplinary procedure as outlined in UCI Health's Work Rules for Attendance.
7. Family Illness: A co-worker shall be permitted to use up to 30 days of accrued ESL in a calendar year.
 - a. when required to attend to or care for ill family members not designated as FML;
 - b. for the diagnosis, care or treatment of a family member's existing health condition not designated as FML;
 - c. for a family member's preventive care; or
 - d. to attend to or provide care for other persons residing in the co-worker's household who are ill. ("Family member" includes a designated person.)

A co-worker requesting family illness leave may be required to submit satisfactory proof. For each occurrence of family illness, a co-worker must satisfy the PTO use requirement as referenced in G.4., above, before accessing accrued ESL. The Chancellor may authorize exceptions beyond the 30-day limit, including the exhaustion of all ESL in the event of catastrophic illness in the co-worker's family or household.

8. Family Medical Leave (FML): A co-worker shall be permitted direct access to ESL without the requirement to use PTO days first when that co-worker's absence has been certified as covered under Family Medical Leave in accordance with University Policy.

- a. Non-represented co-workers should consult PPSM-2.210: Absence from Work for detailed information about FML.
- b. To be eligible for FML (other than PDL), a co-worker must have: (a) been employed by the University for at least a total of 12 months; and (b) worked at least 1,250 hours in the 12 months immediately preceding the start of the leave. (For co-workers granted military leave, all hours that would have been worked had the co-worker not been ordered to military duty are

included for the purpose of calculating the 1,250 hours of actual work.)

9. Bereavement: A co-worker shall be permitted to use not more than the number of days ESL reflected in policy or CBA without the requirement to use PTO days first when that co-worker's absence is required due to the death of the co-worker's family member or other persons residing in the co-worker's household. In addition, a co-worker shall be permitted to use not more than five ESL days in any calendar year for bereavement or funeral attendance due to the death of any other person. The co-worker shall provide prior notice to the supervisor as to the need for and likely length of any such absence and may be required to provide documentation.

10. PTO shall not be scheduled after the last day of work, except that a co-worker may schedule PTO between the last day at work and the effective date of retirement.

11. A co-worker who retires within four months of separating from University employment and elects monthly retirement income will have accrued but unused ESL, converted to UCRP service credit under the terms and conditions of the UC Retirement Plan. Accrued but unused ESL is not converted to service credit in a lump sum cashout of retirement benefits.

12. Neither PTO nor ESL time can be used before it is accrued, except when authorized by the Chancellor for use during a curtailment leave pursuant to Staff Policy 43.G.

13. Protected Paid Sick Leave: PTO and ESL may be designated by the co-worker as protected for sick leave purposes. Eligible co-workers may use protected sick leave for the diagnosis, care, or treatment of an existing physical or mental health condition of an co-worker or a co-worker's family member; preventive care for a co-worker or a co-worker's family member; or, for a co-worker who is a victim of domestic violence, sexual assault, or stalking, those reasons specified in the PPSM-2.210 Absence from Work policy. The definitions of "Family members" in Section II (Definitions) provides additional information about these relationships.

- a. Eligible co-workers may designate up to a combined six (6) days of PTO and ESL per calendar year as protected for sick leave purposes if the co-worker uses the days for any of the purposes specified in this section and complies with applicable notice requirements.
- b. Protected sick leave includes and runs concurrently with kin care, which is not a separate leave entitlement.
- c. The University prohibits any form of discrimination or retaliation against a co-worker for using or attempting to use protected sick leave; for making a complaint or alleging a violation of the protected sick leave provisions in this policy; for cooperating in an investigation regarding the same; or for opposing any policy, practice, or act that is prohibited by the protected sick leave provisions of this policy.

14. Transfer of PTO/ESL

1. A co-worker who changes position from one UCI Health position where PTO/ESL accrues to another position where PTO/ESL accrues shall have all unused PTO and ESL balance transfer
2. A co-worker who changes position to another University position not under this PTO program will have all unused PTO hours transferred to a vacation balance and unused ESL hours to a sick leave balance. In the event the PTO hours transferred are above the maximum allowed under Staff Policy 41 Vacation, hours in excess of the maximum will be cashed out by UCI

Health.

3. A co-worker who changes position from a position where PTO/ESL accrues to a position not eligible for PTO/ESL or vacation and sick leave accrual will have PTO hours paid off and ESL will be lost. However, if the co-worker later transfers to a position in which ESL or sick leave accrues, the previously accrued ESL balance shall be reinstated.

15. A co-worker shall be paid for PTO accrued through the last day on pay status upon:

1. resignation;
2. termination;
3. retirement;
4. indefinite layoff;
5. medical separation;
6. unpaid extended military leave as determined by the Chancellor;
7. transfer to or from Department of Energy Management Operation Contracts 36 (LANL), 48 (LLNL), and 98 (LBL); and
8. changes position to another University position in which the co-worker will not be eligible to accrue either PTO or vacation credit.

16. Reinstatement of ESL Leave

A co-worker who is reemployed after a separation from employment status of less than 12 months shall have all accrued ESL from prior service reinstated into the ESL or Sick leave bank. If the separation from employment status is for more than 12 months, any accrued ESL shall not be reinstated. For purposes of this section only, State of California service shall be treated the same as University service.

A PSS-covered co-worker who is reemployed during the period of recall and preferential rehire status shall have all ESL reinstated.

IV. RESPONSIBLE PERSON(S)/DEPARTMENT

- Department
 - Each department or administrative unit is responsible for maintaining a complete and accurate record of all sick leave balances available and used by eligible co-workers, including the co-workers' current available leave balances.
- Co-worker
 - Exempt Co-workers. Except as provided in Staff Policy 43, B.3 and C.4, PTO and ESL used shall be recorded in one-day increments only or in increments not less than that portion of a day during which a co-worker on less than full-time pay status is normally scheduled to work. The foregoing does not apply when a co-worker is taking FML on an intermittent or reduced schedule basis. When an exempt co-worker has exhausted all accrued PTO/ESL, salary shall not be reduced for absences of less than one full day or less than that portion of a day during which a co-worker on less than full-time pay status is normally scheduled to work.
 - Non-Exempt Co-workers. Records of accrued PTO and ESL usage shall be maintained to the nearest tenth of an hour.
 - All Co-workers. Request and record scheduled PTO and ESL in accordance with departmental procedures and UCI Health's Work Rules for Attendance.
 - All Co-workers. Designate whether leave (either PTO or ESL) taken is protected.
- Supervisor/Manager
 - Review and approve requests for scheduled PTO/ESL based on reason for the request, any applicable policy provisions, impact on the unit/University work needs, and requirements for protected sick time.
 - Monitor co-worker usage of unscheduled PTO/ESL in accordance with UCI Health Work Rules for Attendance.
- Payroll
 - Credit co-worker with PTO/ESL in accordance with this policy
 - Pay out annually PTO in excess of the defined cap.
 - Pay out accrued PTO to the co-worker upon the occurrence of a qualifying event as defined in Section III. I of this policy.

V. REFERENCES

UC Absence from Work Policy PPSM-2.210

Administrative Policy and Procedure Sec 300-14– Catastrophic Leave Program

Approval Signatures

Step Description	Approver	Date
Governing Body	Governing Body [AR]	12/2024
Policy & Communications Committee	Policy & Communications Cte [MR]	12/2024

Applicability

UCI Health - Fountain Valley, UCI Health - Irvine, UCI Health - Lakewood, UCI Health - Los Alamitos, UCI Health - Orange, UCI Health - Placentia Linda

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