Policies for Professional Staff and Support and Service Staff not Covered by a Union

Time Off Accruals During Absences
PA/SS 10.1
Revised July 1, 2013

Employees covered by this policy
This policy applies to Professional Staff and Support and Service Staff not covered by a union.

A. Absences with pay and time off accruals

All Staff
1. All Staff accrue time off and receive pay for absences that are allowed under the following personnel policies: Holidays, Leaves for Military Duty, Voting and Court Duty, and Adverse Weather.

Support and Service Staff
2. Support and Service Staff accrue time off and receive pay for absences that are allowed under the following policies: Overtime (specifically, compensatory time off for overtime worked), Income Protection, Vacation, and Funeral Leave.

Professional Staff
3. All Professional Staff accrue time off and receive pay for absences allowed under the following personnel policies: Paid Time Off for Professional Staff or Time Off for PB Staff. Professional Staff in the Overtime Eligible (PAO) salary plan also accrue time off and receive pay for absences allowed under the Overtime policy.

B. Absences without pay and without time off accrual

1. All Staff do not receive pay nor accrue time off during the following situations: a reduction in force, a layoff of 30 days or more, a leave of absence, an FMLA leave that is not covered by any type of paid time off, or time away from work not covered by a policy listed in Sections A or C.

2. If an employee does not return to the job after 30 calendar days without pay, the department must initiate a leave of absence or termination. (The amount of work hours is prorated by FTE for part-time Staff.)

C. Absences without pay and with time off accrual

1. Staff who are absent without pay accrue time off under the following conditions:
a. An employee cannot work due to a layoff of 30 calendar days or less, or at the request of a supervisor or department head.

b. An employee cannot travel to work due to adverse weather (even though the campus is open) or cannot work due to adverse working conditions or facilities.

c. An employee is receiving Worker’s Compensation payment supplemented by paid time off benefits.

d. An employee is serving military duty. This additional accrual is limited to vacation or PTO and is equal to the amount that the person would have earned had the military leave of absence not occurred, up to a maximum of one year's additional accrual. The rules on the maximum usage of vacation or PTO in a year will continue to apply.