

## Benefits Unique to Non-unit Employees Holding a Non-Exempt Position\*

Your position with the University brings many benefits, some of which are unique to University Non-Unit policy. This document provides a brief overview of those benefits.

**Personal Time:** As a full-time employee in this bargaining unit you will receive 5 paid personal leave days each January for use during that calendar year. Part time employees and employees who are hired after March 31<sup>st</sup> receive a pro-rated amount. Personal time not used by the end of the year is forfeited. In the first year of employment those newly hired into a Non-Unit Non-Exempt position are awarded personal days based on their date of hire:

Start Date	Personal Time Awarded
Jan. - Mar.	37.5 hours
Apr. - June	22.5 hours
Jul. - Sept.	7.5 hours
Oct. - Dec.	0 hours

**Vacation Time:** As a full-time employee in this bargaining unit you accrue 2.88 hours of vacation time each pay period (2 weeks) for a total of 10 days per year. This accrual is pro-rated based on both your position's full-time equivalency and amount of time paid.

Your vacation accruals will increase based on your years of full-time equivalent service (as follows). Your maximum vacation accrual is twice your annual accrual rate. After leaving employment the balance of your unused vacation time is paid.

Full-time Equivalent Years of Service	Annualized Vacation Accrual
fewer than 4.5 years	10 days
4.5 – 9.5 years	15 days
9.5 – 19.5 years	20 days
19.5+ years	25 days

**Sick Time:** As a full-time employee in this bargaining unit will accrue 3.46 hours per pay period (2 weeks) for a total of 12 days per year. Sick leave accruals are pro-rated based on your position's full-time equivalency and amount of time paid. Sick leave may be used in the following conditions:

- When you cannot perform your duties because you are incapacitated by personal illness or injury.
- When your spouse, domestic partner, child or parent of either you, your spouse or domestic partner, or a person living in your immediate household, is seriously ill.
- When through exposure to contagious disease, your presence at work would jeopardize the health of others.
- You have an appointment with a health care professional.

If you are absent from work due to illness, it is your responsibility to notify your supervisor as early as possible, and in any event, at the beginning of your workday. Your department may request documentation of illnesses resulting in on-going absence.

A maximum of 960 hours of sick leave can accrue.

Sick Leave Bank (SLB): the Non-Unit SLB is intended to provide short-term salary continuation when you are unable to perform your job due to a non-work related illness or injury, you have a reasonable expectation of returning to your pre-disability position, you accruals are insufficient to cover your absence and another income source is not primary (eg, vehicle insurance). All benefited non-unit employees are members of the SLB. Members must have an approved SLB application and exhaust all accrued time prior to drawing benefits from the Bank.

Bereavement Time: Paid leave is granted, for a maximum of four consecutive working days, in the event of a death in your immediate family: spouse, domestic partner, child, parent, brother, sister, grandparent, grandchild, spouse or domestic partner's parent or person living in your immediate household.

Paid leave is granted for a maximum of two consecutive working days in the event of the death of your son-in-law, daughter-in-law, or your spouse or your domestic partner's brother, sister, grandparent or grandchild.

In the event that the internment or memorial service for any of the above-named individuals is to occur at a time beyond the bereavement leave granted, you may request to defer one of the days to the later date.

\* Non-exempt positions are subject to overtime under the federal Fair Labor Standards Act (FLSA) and are sometimes referred to as “classified” positions.

Note:

- If you no longer hold a benefited, non-unit position subject to overtime this will result in a change to the benefits listed above. Please contact Human Resources (AskHR online at [www.umass.edu/hr](http://www.umass.edu/hr)) with questions in this regard.
- As policies evolve this may result in a change to the benefits listed above.
- Where this document departs from University policy, federal or state law the latter shall prevail.