

Benefits Unique to Staff in a Position Represented by American Federation of State, County and Municipal Employees (AFSCME) Unit A

Welcome to the *University of Massachusetts Amherst!*

Your new position with the University brings many benefits, some of which are unique to the bargaining unit which represents your position. This document is a brief overview of those benefits which appear in your bargaining contract.

Personal Time: As a full-time employee in this bargaining unit you will receive 4 paid personal leave days each January for use during that calendar year. Part time employees and employees who are hired after March 31st receive a pro-rated amount during the first calendar year of employment. Your personal time must be used by the end of the calendar year or it will be forfeited. In the first year of employment those newly hired into a position covered by AFSCME are awarded personal days based on their date of hire.

Start Date	Non-Sick Leave Bank Member Personal Time Awarded	Sick Leave Bank Member Personal Time Awarded
Jan. - Mar.	4 days	5 days
Apr. - June	3 days	n/a – Sick Leave Bank enrollment is in October
Jul. - Sept.	2 days	
Oct. - Dec.	0	

Note: if you join the Sick Leave Bank, you're Personal and Sick leave accruals will differ as indicated below. Information on the Sick Leave Bank follows.

Vacation Time: As a full-time employee in this bargaining unit you accrue 3.07 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). If your vacation balance goes above 64 days it will be converted into sick time. Upon leaving employment the balance of unused time is paid to you.

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 you will accrue 4.61 hours each payroll period (2 week) for a total of 15 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 a relative living in the immediate household is ill for a maximum of 60 days per fiscal year.
- When through exposure to contagious disease, your presence at work would jeopardize the health of others.
- When you have an appointment with a health care professional. In such instances, the normal requirement of advance notice will be at least 5 working days. However, the parties recognize that an

unforeseen complication may arise from a regularly scheduled appointment with such a health care professional.

If you are absent from work due to illness, it is your responsibility to notify your supervisor at least one hour prior to the start of your shift that you are unable to work that shift. Your department may request documentation of illnesses resulting in on-going absence.

Extension of Sick Leave (ESL): As a member of the AFSCME bargaining unit and while on an approved medical leave due to your own illness/injury, you may apply to receive additional paid sick leave (“ESL”) to be effective 5 working days after exhausting all sick leave, vacation leave, and personal leave. In anticipation of the exhaustion of all paid leave, you may submit an ESL application to University Labor Relations (application form is available from Labor Relations and at the Human Resources Employee Service Center in room 325 Whitmore Administration Building). Approval of such request will be effective at the beginning of the 6th day of unpaid leave. ESL may be available for up to 60 days annually beginning on the date of the 1st extension. If you are granted ESL, you will be required to submit a physician’s statement after each 20 calendar days of granted leave. No vacation or sick time is accrued while drawing from ESL.

Sick Leave Bank: The Sick Leave Bank is intended to provide short-term salary continuation when you are unable to perform your job due to a non-work related disability, you have a reasonable expectation of returning to your pre-disability position and your accruals are insufficient to cover your absence. Prior to drawing from the Bank you must have an approved application, have been absent for 10 work days and have exhausted all sick time, all personal time and all but two weeks of vacation time.

You may elect to join the Sick Leave Bank during open enrollment (month of October) any year. Your membership will be effective the following January 1. There is an automatic membership for Powerplant employees who are on 12hr shifts. Your vacation, sick and personal time accrue directly to the Bank while you are drawing from the Bank. Monthly accruals change based on membership:

	Non-Sick Leave Bank member	Sick Leave Bank member
Sick	1.25 days per month (15 annually)	1.083 days per month (13 annually)
Personal	4 days annually	5 days annually

Bereavement Leave: Upon evidence, satisfactory to the CEO, of the death of a spouse, domestic partner, child, parent, brother, sister, grandparent, or grandchild of an employee, or parent of spouse, or person living in the immediate household, an employee shall be entitled to leave, without loss of pay, for a maximum of five (5) consecutive working days. In the event of the death of an employee's son-in-law or daughter-in-law or of the spouse's or domestic partner's brother, sister, grandparent or grandchild, step-parents, step-child, step-sibling or step-grandparent a maximum of three (3) consecutive working days shall be available for use by an employee.

In the event that the internment of, or memorial service for, any of the above-named relatives is to occur at a time beyond the bereavement leave granted, the employee may request to defer one of the days to the later date. Such request shall be made at the time of notification to the CEO of the death of one of the above-named relatives, and shall not be unreasonably denied.

Note:

- If the position you hold at the University is no longer affiliated with this bargaining unit this will result in a change to the benefits listed above. Please contact Human Resources (545.1478) with questions in this regard.
- As bargaining contracts are re-negotiated this may result in a change to the benefits listed above.
- For additional information on benefits unique to AFSCME employees, please reference the current AFSCME bargaining contract. Where this document departs from the contract or University policy, the contract or policy will prevail.