

Benefits Unique to Staff in a Position Represented by New England Police Benevolent Association NEPBA

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 6 paid personal leave days each January for use during that calendar year. Personal time is pro-rated for part time employees. Your personal time must be used by the end of the year or it will be forfeited. In the first year of employment those newly hired into a position covered by NEPBA are awarded personal days based on their date of hire:

Start Date	Personal Time (Days)
Jan. - Mar.	6
Apr. - June	4
Jul. - Sept.	2
Oct. - Dec.	0

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 is a pro-rated amount 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 45 days it will be converted into sick time. Upon leaving employment, up to 45 days' 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 you will accrue 3.69 hours each 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 or your spouse or relative living in your immediate household is seriously ill for a maximum of 10 days per calendar year
- 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. The employee will make every effort to provide at least 5 working days' notice of such appointment.

For additional information on benefits unique to NEPBA employees, please reference the current NEPBA bargaining unit contract. Where this document departs from the contract or University policy, the contract or policy will prevail.

Bereavement Leave: Upon evidence satisfactory to the appointing authority of the death of a spouse, child, parent, brother, sister, grandparent, or grandchild of an employee, or parent of spouse, or person living in the household, an employee shall be entitled to leave without loss of pay for a maximum of four (4) consecutive working days within thirty (30) days of the death.

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, a maximum of two (2) consecutive working days shall be available for use by an employee.

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 NEPBA employees, please reference the current NEPBA bargaining contract. Where this document departs from the contract or University policy, the contract or policy will prevail.