

## Benefits Unique to Exempt Staff in a Position Covered by the Professional Staff Unit (PSU/MTA Unit A)

Welcome to the *University of Massachusetts Amherst!*

Your 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.

**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. Part time employees and employees who are hired after January 1 receive a pro-rated amount. 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 PSU/MTA Unit A are awarded personal days based on their date of hire:

Start Date	Personal Time (days)
Jan. – Feb.	5
March – April	4
May – June	3
July – August	2
Sept. – Oct.	1
Nov. – Dec.	0

**Vacation Time:** As a full-time employee in this bargaining unit you accrue 5.76 hours of vacation time each pay period (2 weeks) for a total of 20 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 below). Any vacation accrued when you have hit the maximum 64 day-vacation maximum is converted into sick time. The balance of unused vacation time is paid after departure from employment.

Full-time Equivalent Years of Service	Annualized Vacation Accrual
fewer than 5 years	20 days
5 – less than 10 years	21 days
10 – less than 20 years	22 days
20+ years	23 days

**Sick Time:** As a full-time employee in this bargaining unit you will accrue 4.03 hours per pay period (2 weeks) for a total of 14 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, parent, or sibling of either a bargaining unit member or his/her spouse or domestic partner, or your grandparent or grandchild, or a relative living in the immediate household, is seriously ill. The University may, at its discretion, require a physician's statement attesting to the necessity for the employee's absence from the workplace to care for the family member.
- 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. 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.

(over)

- You may use up to a maximum of 10 days per calendar year in order to attend to necessary preparations and legal requirements related to your adoption of a child or related to foster care of DSS children. In no event may you charge more than a total of 60 days of sick leave of accrued sick leave per calendar year for adoption-related purposes. The 10 day limit for placement of DSS children may be waived for difficult placements.

Sick Leave Bank: The Sick Leave Bank is intended to provide short-term salary continuation when you are unable to perform your job, you have a reasonable expectation of returning to your pre-disability position, and you accruals are insufficient to cover your absence.

Members may apply for benefits when absent from work due to:

- Own non-work-related illness or injury,
- The illness or injury of a family member, and
- While on parental leave

You are automatically enrolled upon your first day of hire into a position represented by PSU/MTA. Prior to drawing from the Bank a member must have a Sick Leave Bank application approved and exhaust all accrued time except for 10 days of accrued vacation leave. In cases of parental leave the two weeks of paid parental leave must be exhausted before drawing from the Bank. Vacation and sick leave accrues to the Bank, not the member, when drawing from the Bank.

Bereavement Leave: Upon the death of your spouse, domestic partner, child, parent, brother, sister, grandparent, grandchild, person living in the immediate household, or parent of a spouse or domestic partner, you are entitled to leave without loss of pay for a maximum of four (4) consecutive working days. Evidence of the death may be required if the University Administration believes it necessary.

In the event of the death of your son-in-law or daughter-in-law or of your spouse's or domestic partner's brother, sister, grandparent or grandchild, a maximum of two (2) consecutive working days shall be available for use.

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

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 PSU/MTA-A employees, please reference the current PSU/MTA-A bargaining contract. Where this document departs from the contract, the contract will prevail.