

## Benefits Unique to Staff in a Position Represented by the Professional Staff Union / Massachusetts Teachers' Association (PSU/MTA-B)

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 5 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 B are awarded personal days based on their date of hire:

Start Date	Personal Time (days)
Jan. – March	4
April – June	3
July – Sept.	2
Oct. – Dec.	0

**Vacation Time:** As a full-time employee in this bargaining unit you accrue 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 64 days it will be 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 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 1 day for each full payroll month of employment 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, 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 of a bargaining unit member spouse, domestic partner, child, parent, sibling grandchild, or grandparent of an employee of his/her spouse or domestic partner or a relative living in the immediate household of an employee is 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.
- 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 also 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 of an employee or parent of a spouse or person living in the immediate household, you are entitled to leave without loss of pay for a maximum of five (5) consecutive working days. Evidence of the death may be required if the University Administration believes it necessary.

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, grandchild, step-parents, step-child, step brother/sister, 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 bargaining unit member may request to defer one (1) 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-B employees, please reference the current PSU/MTA-B bargaining contract. Where this document departs from the contract, the contract will prevail.