

# Combined Time Off

**Approved: Amy Barnes, Executive Director of Human Resources**

**History: Updated June 8, 2009; Issued Effective January 1, 2009**

**Related Policies: Sick Leave, Family and Medical Leave**

**Additional Resources:**

**Responsible Office: Human Resources**

## INTRODUCTION

### Policy Statement

In order to provide increased flexibility to employees in the use of paid time off, bring consistency to the manner in which paid time off is managed across departments, automate leave accruals, continue to provide income protection in the case of a serious illness or injury, and reduce unplanned absences, the University offers a combined time off program for the types of absences covered by this policy.

### Applicability

This policy is applicable to all full-time non-faculty employees of the University.

### Combined Time Off Benefit

Combined time off (CTO) may be used for the following types of absences:

Vacation;

Floating holidays;

Personal illness and doctor's appointments; and/or

Other personal reasons including caring for members of the immediate family who are seriously ill and require care at home or for children's doctors' appointments which cannot be scheduled outside of working hours.

In a combined time off system, it is not necessary to distinguish how the time is being used. Departments establish practices for providing notice of absences from work, and scheduling time away. CTO accrues in accordance with the following schedule:

Years of Full-Time Service*	Combined Time Off Accrual	Maximum Accrual
0-2 years	20 days/year	30 days
3 - 5 years	25 days/year	37.5 days
6+ years and all exempt staff	30 days/year	45 days

\*CTO is prorated for employees who hold positions that are approved for less than 12 months.

Employees accrue time on a pay period basis and may use CTO time before it is actually accrued as long as they do not exceed their full annual accrual. This allows employees to take time during school breaks even if they have not yet accrued the time.

### **Sick Leave Reserve (SLR)**

A sick leave reserve will be established for each employee. New hires and employees with less than 15 years of service will receive a onetime allotment of 5 days in SLR; employees with 15 or more years of service will receive 10 days. Employees can transfer additional time from their CTO into their Sick Leave Reserve at any point during the year. Sick Leave Reserve time, however, cannot be converted back into CTO. SLR can be used in the event that the employee has a legitimate illness, injury or physically disabling condition or to care for an ill member of his/her immediate family. Immediate family includes spouse/domestic partner, children, parents and parents-in-law.

SLR can also be used to cover the first ten working days of an employee's absence due to a serious illness or injury. After the first ten working days, the employee will be covered by the University's extended sick leave policy for up to six calendar months. Employees are encouraged to keep enough days in their SLR to cover at least the first ten working days of any extended illness or injury. The number of days in the sick leave reserve is capped at sixty to cover the twelve weeks allotted for family and medical leave.

### **Interplay of CTO and SLR with Family and Medical Leave**

Eligible employees are allowed up to twelve weeks of unpaid leave in a twelve-month "leave year" period for certain qualifying circumstances. Please note that FMLA leave will be designated and run concurrently with CTO, SLR or extended sick leave, parental leave, and absences for work-related injuries or occupational disease (workers' compensation absences), when the circumstances of those absences constitute qualifying FMLA absences. Although not required, employees may apply available CTO or SLR to any remaining period of unpaid FMLA leave. You must notify HR if you will be absent for any of the following extended qualifying reasons:

1. The birth and care of an employee's child (entitlement expires twelve months after birth);
2. The placement of a child for adoption or foster care with an employee (entitlement expires twelve months after placement);
3. When an employee is needed to care for a child, spouse or parent who has a serious health condition; or
4. When an employee is unable to perform the essential functions of his or her position because of the employee's own serious health condition.
5. When a "qualifying exigency" arises out of the fact that an employee's spouse, child, or parent is on active duty or call to active duty in support of a contingency operation as a member of the National Guard or Reserves.

6. When an employee is the spouse, child, parent, or “next of kin” and the primary caregiver for a current member of the Armed Forces who has incurred a serious injury or illness in the line of duty.

For more information on FMLA leave circumstances and policy provisions, see the University’s Family and Medical Leave policy (<http://counsel.wlu.edu/policy/FMLA.Policy.pdf>).

### **Pay-Out of CTO on Termination of Employment**

Upon termination of employment, an employee will be paid for any accrued but unused balance in his/her CTO pool (up to the maximum accrual). The sick leave reserve has no cash value on termination of employment.

**Annotated Revision History:** Non-substantive edits to reflect policy now fully implemented as of 6/8/09 and to put in standard policy template.