

Paid Time-Off Policy

February 15, 2017

- 1) All UUSO staff (except the Minister) receive, as a benefit of their employment, the equivalent of 4 weeks paid time off per year.

- 2) Paid Time-Off (PTO) can include, but is not limited to; vacation, sick days, and holidays. The amount of PTO awarded to each employee will be based on EITHER their normal scheduled hours per week for the current year, OR average hours per week worked in the preceding year, as determined by the staff supervisor and the UUSO Treasurer. Paid time off hours will begin to accrue after 1 month of employment.

- 3) Due to the diversity of schedules and positions at UUSO, the Treasurer and Finance Committee will determine the actual rate of PTO accrual for each position using a rate of 1/12th of the total allotted paid time off per month as a guide.

- 4) Paid time off does not carry over from year to year and can never exceed the total allowable amount (4 weeks per fiscal year). The staff supervisor may grant PTO in advance of accrual. Employees who give two weeks notice of their intent to leave the employment of UUSO will be compensated financially for any unused paid time off they have accrued. Employees who do not give two weeks notice will not be given their accrued PTO. If an employee is unable to use their paid time off due to UUSO-related exigent circumstances approved by the staff supervisor, the Board may be petitioned to approve compensating the employee for the unused PTO.

- 5) All PTO and changes to scheduled hours must be approved by the staff supervisor and/or the appropriate committee chair. Scheduled time off must receive prior approval from the staff supervisor and the relevant committee must be notified.