1. **What is UTime?**
   We are introducing a new, comprehensive set of paid time off benefits, called UTime. UTime will take the place of time off and extended leave benefits currently in USNH policy. As part of the infrastructure to manage these comprehensive benefits, UTime will also be introducing a time management system (Kronos Workforce Dimensions) as our standard tool for tracking hours and time off requests/utilization.

2. **Why make this change?**
   UTime was created as a result of feedback from both inside and outside USNH - most importantly, from the direct experiences of employees over the years. We also heard from an employee led task force, employee councils, the System HR Council, HR professionals throughout USNH and benchmark studies to inform the design of the program.

3. **Who will be impacted by this change?**
   The leave benefits will apply to all exempt (salaried/PAT) and non-exempt (hourly/OS), non-union, employees. Academic Year faculty are not eligible for Personal Time. **Anyone covered by collective bargaining agreements will maintain current leave benefits as negotiated.**

4. **What happens to my existing Earned Time and Sick Pool balances (non-exempt employees)?**
   As of June 30, 2019, Earned Time (ET) will be capped at the total accrued hours at that time. ET will remain available to use for sick or personal needs and annual elective cash-outs. Employee councils are currently evaluating the best method for converting Sick Pool to the new accrual types.

5. **What happens to my existing Vacation and Sick Leave balances (exempt employees)?**
   As of June 30, 2019 Current Vacation and Sick Leave balances will convert 1-to-1 into the new Personal and Sick Time balances. Employees will not accrue these benefits until the converted amount drops below the 45 day (Personal) or 60 day (Sick) benefit maximums.

6. **Who can I use Family Care for?**
   You can use up to 25 days of accrued Sick Time for Family Care to provide for an immediate family member, including a child, parent or family member living in your home. This includes both short and long term medical needs, as well as elder care.

7. **In what increments can I utilize the Parental Leave Benefit?**
   Parental leave must be used within 12 weeks of the birth or placement of a child with the eligible parent(s). Employees may choose to use Parental Leave, which must be taken in consecutive days, up to 4 weeks in total, and it will run concurrently with approved Family Medical Leave Act coverage and is counted on a rolling 12 month basis.

8. **My spouse also works for USNH, can we both access Parental Leave?**
   Yes, both eligible parents are granted 4-weeks of paid Parental Leave. This allows for a coordinated approach to caring for your new child, without financial impact to either person.
9. **I am currently enrolled in Voluntary Short Term Disability - what will happen to this benefit?**
   Voluntary STD will end on June 30, 2019 and you will now be covered by the new STD program. This means no longer paying for 60% coverage and receiving a better benefit as of July 1, 2019.

10. **How does UTime impact Longevity Pay, Compassionate Donation Program and Compensatory Time?**
    UTime is not specifically tied in to these policies and, as such, current guidelines remain in effect.

11. **Have all of the benefit guidelines been decided at this point?**
    We are continuing to work on the details around these new benefits. Specifically, Employee Councils are providing feedback on such items as Earned Time Cash Out guidelines, conversion of Sick Pool and gap coverage at the 60% level of STD. The System HR Council has a task force working on the Community Service days.