June 2019

**UTime—Time Off Benefits**  
*(Replaces sections 4.8 - 4.13 of current USNH policies.)*

**Who is eligible:** You are eligible if you are a status employee and you are **not** covered by a collective bargaining agreement (CBA) or Postdoctoral Appointments (see UNH policy V.C.5.16).

Unless otherwise stated, Paid Time Off benefits are earned from the first day of employment and may be used after they are earned. For the purpose of the following policies, a regular day is considered 8 hours; a bi-weekly work period is 80 hours. Actual accruals, deductions and salary continuation will be based on your work schedule and years of service. Paid Time Off benefits will not accrue when you are not actively working (except for absences covered by Personal Time, Sick Time or Earned Time).

If you are covered under a CBA, you should refer to your CBA to determine your eligibility for Paid Time Off benefits. Also, refer to specific guidelines and/or USNH policy designations, including applicable “grandfathered” USNH policies.

**Recordkeeping:** It is the responsibility of each department to maintain accurate records that verify the use of Paid Time Off and Paid Time Off balances.

Paid Time Off may not be used to pay you for hours that are more than your regular bi-weekly work period. Unless otherwise allowed under policy, you must use all of your available paid time off balances (including previously accrued Earned Time) before transitioning to unpaid absences.

Campus Human Resources staff will assist with the recordkeeping of extended absences, in conjunction with Supervisors and third-party administrators (e.g., for Disability, FMLA, Parental Leave, etc.).
Personal Time

**Utilization:** The purpose of Personal Time is to provide you with salary continuation for vacation days and to cover or supplement other out-of-office time to address personal needs not covered by other USNH policies.

Personal Time is taken at a time mutually agreeable to you and your supervisor, unless otherwise mandated by policy. Accrued Compensatory Time will be used before accessing Personal Time or going unpaid.

**Accrual:** The accrual rate is no more than 18 days per year for the first five years of status employment, and 24 days per year thereafter for a 1.0 FTE assignment. If you are on a flex year schedule or you are less than a 1.0 FTE (40 hours per week), you will accrue time on a pro-rated basis. You can have a maximum of 45 days of Personal Time.

**Accrual Conversion Chart**

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<th>Days</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Bi-Weekly</td>
<td>Monthly</td>
<td>Annual</td>
<td>Bi-Weekly</td>
<td>Monthly</td>
<td>Annual</td>
</tr>
<tr>
<td>Up to 5 Years</td>
<td>0.692</td>
<td>1.5</td>
<td>18</td>
<td>5.5</td>
<td>12</td>
<td>144</td>
</tr>
<tr>
<td>5 Years or More</td>
<td>0.923</td>
<td>2</td>
<td>24</td>
<td>7.4</td>
<td>16</td>
<td>192</td>
</tr>
</tbody>
</table>

**Cash-out:** When your employment with USNH ends or you retire, you will receive up to 30 days of unused personal time in your final paycheck.

Sick Time

**Utilization:** Sick Time is designed to provide salary continuation for absences due to personal medical needs or Family Care, as described below.

Medical documentation may be required at any time to substantiate an absence and/or to indicate your ability to return to work after an illness or injury. For absences that are expected to last more than one week, contact your Human Resources Office to discuss extended leave options. If you don’t have a Sick Time balance available, you will use available Compensatory Time, Personal Time or Earned Time to cover the absence, before going unpaid.

**Accrual:** The accrual rate is up to 15 days per year if you are on a 1.0 FTE assignment. You can have up to 60 days of accrued sick time.
**Accrual Conversion Chart**

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<thead>
<tr>
<th></th>
<th>Days</th>
<th>Hours</th>
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<tbody>
<tr>
<td></td>
<td>Bi-Weekly</td>
<td>Monthly</td>
</tr>
<tr>
<td>Bi-Weekly</td>
<td>0.577</td>
<td>1.25</td>
</tr>
</tbody>
</table>

**Family Care:** You may use up to 25 days of accrued Sick Time per fiscal year (July 1 - June 30) for Family Leave. This leave may be used for medical appointments, illness or the medical needs of an immediate family member. Individuals considered immediate family include your spouse, mother, father, stepparents, father-in-law, mother-in-law, son, daughter, son-in-law, daughter-in-law, stepchildren, sister, brother, stepbrother, stepsister, grandparents, grandchildren, and individuals living in your household. Family Care may include time for activities related to providing long-term care for a family member (such as in a nursing facility or hospice).

**Parental Leave**

**Utilization:** The purpose of Parental Leave is to provide you with salary continuation for up to 4 weeks, to take time off for maternity, paternity, adoption, surrogacy or permanent placement of a child. If you are also covered by the Family and Medical Leave Act, Parental Leave will run at the same time as your FMLA leave.

Parental Leave will be taken in consecutive days, up to 4 weeks, and within 12 weeks of the effective date of the cause for Parental Leave (e.g., birth, placement for adoption). Parental Leave may also be used by an additional, eligible, USNH employee. Future eligibility will be on a rolling 12-month period from the effective date of the last use of Parental Leave.

If you are eligible for Parental Leave, a waiting period or elimination period is **not** required before accessing the Parental Leave benefit.

**Short Term Disability**

**Utilization:** The purpose of Short Term Disability (STD) is to provide you with salary continuation for total disability due to a non-occupational accident or illness, for up to 26 weeks.

**Waiting period:** You must be employed for a minimum of two months (60 calendar days) to be eligible for STD benefits.

**Elimination period:** Benefits begin the first day of total disability following a non-work-related accident, or on the eighth day of total disability due to illness (including medical maternity).

**Salary continuation:** After the elimination period and through week 8 (calendar day 56), approved STD benefits will be 100% of your current salary. From week 9 through week 26 (calendar day 182), your benefit will be 60% of your salary. You can supplement the 40% salary gap by using accrued Sick Time. (If Sick Time is not available, you may choose to use Compensatory Time, Personal Time or Earned Time.)
**Bereavement**

**Utilization:** You are entitled to five days of Bereavement Leave if an immediate family member dies, and one day of Bereavement Leave if other relatives (noted below) die.

Individuals considered immediate family include your spouse, mother, father, stepparents, father-in-law, mother-in-law, son, daughter, son-in-law, daughter-in-law, stepchildren, sister, brother, stepbrother, stepsister, grandparents, grandchildren, and individuals living in your household.

Other relatives include your brother-in-law, sister-in-law, uncle, spouse’s uncle, aunt, spouse’s aunt, nephew, spouse’s nephew, niece, spouse’s niece, great uncle, spouse’s great uncle, great aunt, spouse’s great aunt, first cousin and spouse’s first cousin.

**Additional Time Off:** If additional time off is necessary due to the death of a family member, arrangements may be made to permit you to use Personal Time/Earned Time, or take time off without pay.

**Documentation:** Your immediate supervisor or Human Resources Documentation may request supporting documentation to confirm Bereavement Leave.

**Community Service**

**Utilization:** USNH encourages employees to become involved in our community—to provide voluntary support of programs that positively impact the quality of life within your community. The following guidelines apply to community service through a non-profit community program of a personal interest, or as part of a campus-sponsored activity.

An employee may take up to one day per fiscal year (up to 8 hours) of paid time to participate in a volunteer program. Supervisors must approve Community Service program participation at least 15 days before the program begins, to allow for the coordination of work-related responsibilities. Volunteer time should not conflict with peak work schedules, result in cancellation of classes, create a need for overtime, cause conflicts with other employee’s schedules or otherwise run counter to Conflict of Interest (USY V.D.7) or Political Activity Regulations (USY V.D.8). If a conflict arises, or the requested activity does not fall within established guidelines, the request may be denied.

Eligible activities include, but are not limited to, the following:

- Volunteering with a non-profit, charitable organization, such as United Way, Habitat for Humanity, humane shelters, family assistance services, etc.
- Assistance with grade school activities, such as reading or writing assistance, or chaperoning field trips
- Staffing or donating to a blood drive, such as those sponsored by the Red Cross.
- Providing support to a campus-specific community service event (such as those shown under [www.unh.edu/serve](http://www.unh.edu/serve)).

If you are interested, please meet with your manager to discuss your volunteer choice, schedule and to receive approval.