

Paid Time Off Policy**A. POLICY:**

It is the policy of the University of Virginia Physicians Group (UPG) to provide competitive compensation and benefits to eligible employees.

B. PROCEDURE:**PTO**

Employees scheduled for twenty (20) or more hours per week with UPG will accrue PTO. Employees scheduled for fewer than twenty (20) hours per week and/or temporary employees are not eligible for PTO accrual.

With appropriate notice and supervisor approval, accrued PTO will be used to take personal, sick, or vacation time. Employees are responsible for maintaining sufficient PTO balances for time off.

The supervisor of each section determines how far in advance employees must request discretionary use of PTO and will take departmental workload into consideration prior to determining if the request is approved.

An employee is required to notify his/her supervisor of an unscheduled absence within one half hour of normal starting time on each day of absence. The supervisor, with the approval of Human Resources, may require a physician's statement to support an absence from work. Failure to provide such documentation may result in denial of PTO use and disciplinary action up to and including termination. UPG reserves the right to require a second medical opinion for an employee's or family member's illness related to the use of non-scheduled PTO. The second medical opinion will be at the discretion and expense of UPG. Excessive unscheduled absences will result in disciplinary action up to and including termination.

Employees whose positions are at Level 11 and below are in the Staff category and earn Staff-level accruals. Employees whose positions are at Level 12 and above are in the Professional category and earn Professional-level accruals. The level of an employee's position can be found on the UltiPro Intranet under Myself → Jobs, and level is listed as "Salary grade."

In order to calculate the total PTO accrued per calendar year, multiply the total number of payroll periods (26) by the accrual amount in the corresponding column and row in the table below:

Service Years	Staff scheduled 35-40 hours/week	Staff scheduled 30-34 hours/week	Staff scheduled 25-29 hours/week	Staff scheduled 20-24 hours/week
0-4	5.54 hours	4.43 hours	2.77 hours	2.22 hours
5-9	7.08 hours	5.66 hours	3.54 hours	2.83 hours
10-14	8.00 hours	6.40 hours	4.00 hours	3.20 hours
15+	9.23 hours	7.38 hours	4.62 hours	3.69 hours
Service Years	Professional scheduled 35-40 hours/week	Professional scheduled 30-34 hours/week	Professional scheduled 25-29 hours/week	Professional scheduled 20-24 hours/week
0-4	7.08 hours	5.66 hours	3.54 hours	2.83 hours
5-9	8.62 hours	6.90 hours	4.31 hours	3.45 hours
10-14	9.54 hours	7.63 hours	4.77 hours	3.82 hours
15+	10.77 hours	8.62 hours	5.39 hours	4.31 hours

Up to one (1) year's accrual of PTO may be carried over to the next calendar year. On January 1 of each year, employees will forfeit any amount of PTO over one year's accrual.

PTO or STD supplemental leave may be used to supplement Short Term Disability (STD) payments. Payment from STD, STD Supplemental leave, and PTO, added together, may not exceed the regular biweekly salary (or prorated amount based on scheduled hours). Employees may elect not to use PTO balances when FMLA and STD run concurrent. Leave without pay may be used in lieu of PTO. **Employees without PTO or STD supplemental leave balances will be placed on leave without pay during an STD and/or FMLA event.**

PTO Cash-out Option

Annually (typically in December), employees will have the opportunity to cash-out a portion of their PTO balances. Each employee who has worked at UPG for at least 3 consecutive years has the option to cash-out up to forty (40) hours of PTO at the employee's normal hourly rate of pay, if after the cash-out, the employee retains a balance of at least eighty (80) hours of PTO. Payment is subject to applicable taxes and other deductions.

Status Change

An employee who changes status to less than twenty (20) scheduled hours per week will not continue to accrue PTO. The employee's PTO balance will be paid out in full at the

employee's regular hourly rate. Payment will be made one to two pay periods following the final paycheck of the status change. An employee who changes status to a different category will accrue PTO at that new rate.

Termination

An employee who has worked for UPG for at least six (6) consecutive months and terminates employment will be paid his/her accumulated PTO balance at his/her regular hourly rate. Payment will be made within two pay periods following the final paycheck. An employee who has worked for UPG for less than six consecutive months and terminates employment will forfeit his/her accrued PTO balance. For more information on termination, see Separation policy.

Bereavement Leave

Employees scheduled thirty (30) or more hours per week are granted three days of leave with full pay for a death in the immediate family.

The immediate family includes: parents, siblings, spouse, children, grandparents, grandchildren, mother-in-law, or father-in-law. The employee's stepmother, stepfather, stepbrother, stepsister, stepson and stepdaughter are also included in this definition.

One-day leave with full pay is granted to attend the funeral of: aunt, uncle, sister-in law, brother-in-law, son-in-law or daughter-in-law.

Exceptions will be handled on a case-by-case basis.

Employees should inform their section supervisors as soon as possible to take bereavement leave. If the amount of leave outlined above is insufficient in meeting the employee's needs, the supervisor may authorize additional leave which may be taken as PTO.

Leave Without Pay

Leave without pay will only be used in the absence of PTO balances in the event of extenuating circumstances or during an approved STD and/or FMLA event. Supervisor approval is required.

If the time missed from work is related to Family Leave, Parental Leave, or Military Leave, see the corresponding policies.

If leave without pay is used adjacent to a holiday, the holiday is also unpaid. (See Holiday and Holiday Compensation Policy)

If leave without pay extends for a consecutive two-week period, PTO accruals will be forfeited the following pay period unless leave is related to FMLA.

UPG will continue to cover its portion of an employee's benefits contribution for up to two (2) continuous weeks of leave without pay. If leave without pay extends past two weeks, the employee will be required to contribute the entire amount (both the employee's portion and UPG's portion) in order to continue receiving benefits. If leave without pay is related to the Family and Medical Leave Act, UPG's share of the employee's memberships in group health insurance, group life insurance, short-term disability insurance and long-term disability insurance (as applicable) will continue while the employee is on unpaid leave up to 12 weeks as defined by FMLA guidelines. If applicable, arrears in benefit premium amounts will be deducted by Payroll from the employee's pay upon return to work. If an employee terminates while on leave without pay, the arrears will be due upon termination or the benefits stop date will be the date of the last day worked.

C. CROSS REFERENCED MATERIALS:

[Family and Medical Leave Act](#)
[Administrative Employees on Military Active Duty and/or Reserve Forces](#)
[Holidays and Holiday Compensation](#)
[Separation Policy](#)
[Short-Term Disability](#)

D. FORMS: N/A

E. SCOPE:

This policy and procedure gives direction on the appropriate accrual and use of leave balances.

F. ADMINISTRATION:

This policy is administered by Human Resources and Development and will be reviewed on a periodic basis.

G. DISTRIBUTION:

To all UPG employees paid biweekly.