

Pursuant to 9/7/2022 Board of Curators approval of the staff leave plan design, “Non-material changes to related CRRs appropriate for implementation of this recommended action may be made with the approval of the Vice President of Human Resources or designee, subject to review and approval by the Office of General Counsel that the changes do not alter the substantive legal or policy effect of the rules and regulations.”

OGC APPROVED

340.025 Paid-Time-Off (PTO)

Bd. Min. 9-7-22; [Amended 1-1-24](#)

- A. **Purpose** – Paid Time Off (PTO) is a benefit program that allows eligible employees to use available time off with pay for any reason. Employees are encouraged to plan in advance of the need for time off and submit requests to supervisors for approval prior to being absent. Supervisors have the responsibility of approving or denying time away from work.
- B. **Eligibility** - Regular benefit-eligible administrative, service and support positions and certain non-regular academic employees as approved by the Chancellor and President.
- C. **Annual PTO**
PTO is accrued weekly based on the employee’s years of continuous benefit-eligible service as follows (based on 1.0FTE):
- i. Hourly Paid, Nonexempt Employees
 - 0 – 5 years inclusive: 18 days
 - Over 5 years: 23 days
 - Over 15 years: 28 days
 - ii. Monthly Paid, Exempt Employees
 - 0 – 5 years inclusive: 23 days
 - Over 5 years: 28 days
 - iii. Nurses accrue on the monthly, exempt schedule
2. Employees working on a basis of 75 percent - 99 percent full-time equivalence will accrue PTO time on a pro-rata basis.
 3. PTO is available for use once it is accrued, subject to appropriate supervisory approval.
 4. Employees shall be permitted to accumulate two times the allowed PTO earned each year.
- D. **Cash-In Program** – A [cash-in](#) program is authorized for non-exempt MU Health Care employees and other similar employees as designated by the President and Vice President of Human Resources, subject to program parameters as established by the President and Vice President of Human Resources.
- E. **Separation of Employment** – Upon separation of employment from the University of Missouri System or an employment change to position not eligible for PTO, employees will receive payment of unused accumulated PTO, not to exceed 80 hours (based on 1.0FTE), provided that an employee discharged for willful gross violation of rules, misconduct or similar causes may not receive such payment. [For employees working on a basis of 75 percent - 99 percent full-time equivalence, the 80-hour cap will be adjusted on a pro rata basis.](#)
- F. **Effective date** – The provisions of this CRR will be effective on or around January 1, 2024, as approved by the President and Vice President of Human Resources.

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