



HUMAN RESOURCES POLICY

SUBJECT:	Compensation	TITLE:	Non-Duplication of Paid Time Off Benefits		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President for Human Resources		Responsible Office:	Compensation Services	
CODING:	30-01-30-20:00	ADOPTED:	07/01/90	AMENDED:	12/03/09
LAST REVIEWED: 12/03/09					

I. PURPOSE

To set policy limiting payment of time-off benefits for time not worked.

II. ACCOUNTABILITY

The Vice President for Human Resources shall ensure compliance with this policy. The schools and operating units shall implement this policy.

III. APPLICABILITY

This policy applies to staff employees only (non-faculty).

IV. POLICY

- A. There shall be no duplication of two or more distinct benefits for the same period of time, e.g. simultaneous payments of sick time and holiday allowance on an un-worked University recognized holiday.
- B. Furthermore, total weekly hours paid for, but un-worked (including sick time, holiday, vacation time, etc.), may not exceed a staff employee’s standard work week hours. For example, 36 or more hours of vacation, sick time, etc. may not be paid in a given week to a staff employee whose standard work week is 35 hours.
- C. Furthermore, hours paid for, but un-worked may not be “paid for a scheduled day off” in a standard workweek. For an example, a staff member working regularly Monday to Friday may not be paid vacation, sick time, etc., for Saturday Sunday.

By Direction of the President:

Vice President for Human Resources