Temporary Employee Paid Sick Leave Policy

Eligible Temporary Employees:
- All Temporary Employees working an average of 18 hours per week (excluding Temp Extra and Temp CE employees.)

Temporary Employee Paid Sick Leave Policy:
Eligible temporary employees who are not provided sick time through another University policy can accrue and use paid sick leave after a one-year waiting period from their date of hire. Sick time accrual will begin at the time of hire or 01/01/2017 (whichever date is later.) Eligible temporary employees will be awarded a lump sum accrual of 40 hours per calendar year. If an eligible temporary employee separates from employment at the University and returns within 12 months of their separation date, the one-year waiting period will be reduced by the temporary employee’s previous length of service. Unused sick time will not be paid out at the end of employment.

Using Paid Time:
It is each department’s responsibility to track any sick time taken by its temporary employees to ensure the University has an accurate accounting of the time employees may be eligible for. Departments should use individualized spreadsheets to track sick time taken by temporary employees in a minimum of 30-minute increments. Temporary employees should be highly encouraged to provide at least two weeks’ notice of their intent to use paid sick leave whenever it is possible to provide such advance notice. If departments are unsure whether requested time off is eligible for paid sick time under this policy, please contact Human Resource Services (HRS) at 802-656-3150 or hrsinfo@uvm.edu.

Employees must be allowed to use their accrued paid time-off for the following:
- To care for the employee’s own physical or mental illness, injury, or medical condition that requires homecare, professional medical diagnosis or care, or preventative medical care, including diagnostic, preventive, routine, or therapeutic health treatment;
- To care for the employee’s family member who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
- To help the employee’s family member obtain diagnostic, preventive, routine, or therapeutic health treatment, or to accompany the employee’s parent, grandparent, spouse, or parent-in-law to an appointment related to his or her long-term care. Routine healthcare treatment includes travel to and from an appointment, a pharmacy, or other location related to the purpose for which the time was taken.
- The employee is arranging for social or legal services or obtaining medical care or counseling for the employee or the employee’s family member who is a victim of and/or is relocating due to domestic violence, sexual assault or stalking;¹
- To care for the employee’s family member because a school or business where that individual is normally located during the employee’s workday is closed for public health or safety reasons.² ³

H.187 (Vermont Paid Sick Leave Legislation) defines “family member” as: parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child.

For questions regarding this policy please contact Human Resource Services at hrsinfo@uvm.edu or 802-656-3150.

¹ Up to 40 hours of paid sick time (or a combination of vacation time and paid sick time) may be used for this purpose.
² Up to 40 hours of paid sick time (or a combination of vacation time and paid sick time) may be used for this purpose.
³ Includes closures for inclement weather.

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