



Part-Time Faculty Paid Sick Time Policy

Eligible Faculty:

All Part-time faculty, including both represented and non-represented faculty, who are scheduled to work a minimum average of 18 hours/week.

- 18 hours/week = .48 FTE
- Part-time faculty are deemed to work 3 hours for every 'classroom hour' worked (e.g., a part-time faculty must be scheduled to teach a minimum of 6 hours/week).

Part-Time Faculty Paid Sick Time Policy:

UVM provides eligible part-time faculty with up to 40 hours of paid sick time on the first day of their appointment. The full amount of sick time awarded is based on the part-time faculty members' appointment term length.* At the end of the part-time faculty members' appointment or after a 12-month period, whichever comes first, any unused sick time is forfeited. It is the responsibility of the employee's home department to track faculty members' used sick time as it will not be tracked in PeopleSoft. In cases where the terms of the collective bargaining agreement for part-time faculty are more generous than this policy, the terms of the collective bargaining agreement will rule.

**Formula used to calculate the total hours of sick time earned for a faculty member working a term of less than 12-months is: 40 hours (max accrual required under H.187)/12 months x the length of term, which is equivalent to 3.33 hours x length of term.*

Using Paid Time:

Departments should track part-time faculty paid time off on an annual basis using individual [FMLA Tracking Spreadsheets](#). At the end of each calendar year, completed timesheets should be sent to payroll at payroll@uvm.edu for record retention purposes. This time must be tracked in a minimum of 30 minute increments. It is highly recommended, though not required, that employees provide at least two weeks' notice to request to use paid sick time, if possible. If departments are unsure if time off requested is eligible for paid time off 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.

- d. 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
- e. 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.^{1, 2}

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, 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 Includes closures for inclement weather.