



Temporary Employee Paid Sick Time Policy FAQs

Please see the [Temporary Employee Paid Sick Time Policy](#) for full details.

Updated 03/28/2017: Due to feedback and given the 1-year waiting period, there is no longer a requirement to determine if the temporary employee is working a certain number of hours.

Q1: What is the waiting period for a temporary employee being eligible to use paid sick time under this policy?

A1: Temporary employees are eligible to use paid sick time after a one-year waiting period. The waiting period is complete after one year of service or January 1, 2018, whichever is later.

Example 1: A temporary employee is hired March 6, 2017. They are eligible to use accrued sick time beginning March 6, 2018.

Example 2: A temporary employee is hired August 2015. They are eligible to use accrued sick time beginning January 1, 2018 when UVM's temporary policy takes effect.

Q2: How does the waiting period work for a temporary employee who is rehired?

A2: If an employee is terminated, then rehired within a 12-month period, their previous length of service will be included as part of their current waiting period. This includes if a full-time on-going employee is terminated then rehired as a temporary employee within 12 months.

Example 1: John is a temporary employee who terminated January 1, 2017 after working at UVM for 9 months. He was rehired May 1, 2017 as a temporary employee. Because John was rehired within 12 months, he will be eligible to use his sick time after working 3 months on January 1, 2018 (9 months in his previous job plus 3 months in his current job equals fulfillment of 12 month waiting period.)

Example 2: Jane was a full-time employee who terminated in May 2018 after working at UVM for 10 years. She is rehired as a temporary employee in October 2018. Because Jane was hired within a 12-month period, she is automatically eligible to use her lump sum accrual sick time under this policy.

Example 3: Bob is an employee who is terminated in January 2016 after working 18 months at UVM. He is rehired in March 2017 as a temporary employee. Bob will be eligible to use paid sick time beginning March 2018 as he was hired after a period of time greater than 12 months.

Q3: How does the waiting period work for a full-time on-going employee who is rehired as a temporary employee?

A3: If an employee is terminated, then rehired within a 12-month period, their previous length of service will be included as part of their current waiting period. This includes if a full-time on-going employee is terminated then rehired as a temporary employee within 12 months.

Example: Jane was a full-time employee who terminated in May 2018 after working at UVM for 10 years. She is rehired as a temporary employee in October 2018. Because Jane was hired within a 12-month period, she is automatically eligible to use her lump sum accrual sick time under this policy.

Q4: Can the unused sick time be carried over under the temporary sick leave policy from one calendar year to the next?

A4: No, unused sick time does not carry-over between accruals periods see answer to Q1 for more details on accrual periods.

Q5: What is the maximum number of paid sick time hours a temporary employee can utilize under this policy?

A5: Eligible temporary employees may use up to 40 hours of paid sick time per accrual year following the one year waiting period. This time may only be used on days the temporary employee was scheduled to work.

Q6: How should temporary employees report sick time used?

A6: Temporary employees should report the time as Temp Employee Sick Time on their PeopleSoft or Kronos timecards. (As of 04/06/2017, this functionality is not currently available as temporary employees are not currently eligible to use this time.)

Q7: How should departments track sick time taken by a temporary employee?

A7: Departments will be able to track sick time taken by an employee by reviewing the employee's time card in PeopleSoft.

Q8: Is sick time paid out to temporary employees upon termination?

A8: No, sick time is not paid out to temporary employees upon termination.

Q9: May the department, at their discretion, request a doctor's note or other documentation to substantiate use of sick time for temporary employees as we do with regular, ongoing non-represented staff members?

A9: Yes, a department may request a doctor's note to substantiate sick time for temporary employees.

Q10. Does the Vermont Earned Sick Time Law provide for only pay, or also job protection? May a department terminate a temporary worker who is using sick pay?

A10: Vermont's Earned Sick Time Law does not provide for job protection. If you have a temporary employee who you are considering terminating before the end of their assignment (not due to lack of work) please contact your [Labor and Employee Relations Professional](#) before taking action.

If you have additional questions, please contact your [HR Representative](#) or Human Resource Services at hrsinfo@uvm.edu or 802-656-3108.