

Personal Time Off (PTO)

Eligible GSRs shall have the ability to request the use of Personal Time Off (PTO) days, in accordance with the Personal Time Off Article in the CBA.

See "ARTICLE __ PERSONAL TIME OFF A. GENERAL CONDITIONS (PTO)"

"GSRs with a 25% or more appointment, for a minimum of one full month, will be eligible to use personal time off with pay during the length of the appointment. GSRs may earn up to 12 days per year and the days will be prorated at a rate of one day per month for every full month of appointed service."

- For a full fiscal year appointment, a GSR receives 12 days of PTO, available at the start of the appointment.
- For GSRs with less than 12 months, the PTO is prorated – one day per month.
- PTO does not roll over – it is a "use it or lose it" benefit.

Example #1: GSR with three 25% positions would earn one 2-hour day per position for each full month of that appointment. Each supervisor would be responsible for tracking the PTO for each appointment. The PTO does not carry forward to the next appointment.

Employee Newt Grad will hold three different GSR appointments during 23-24. Newt will be a 25% GSR 8/15/23-9/30/23 (GSR1), a 25% GSR 10/1/23-12/31/23 (GSR 2) and a 25% GSR 1/1/24-6/30/24 (GSR3). Newt earns one 2-hour day for GSR1, three 2 hour days for GSR2 and six 2 hour days for GSR3.

Example #2 Employee has a 25% GSR and a 50% GSR, they would earn one 2-hour day for each month for the 25% GSR and they would earn one 4 hour day for each month for the 50% GSR.

Employee Grad Gaucho will be a 25% GSR during Fall and Winter, and a 50% GSR for the entire academic year. Grad Gaucho will earn six 2 hours days for the 25% GSR and nine 4-hour days for the 50% GSR.

Guidelines for requesting and approving PTO

- 1) Employee requests the use of PTO from supervisor in writing.
- 2) Supervisor responds in writing if PTO request is approved or not. Supervisor cannot unreasonably deny the use of PTO.
- 3) Employee is responsible for adding approved PTO to their Kronos timecard.
- 4) Supervisor is responsible for reviewing Kronos timecard, tracking their GSR's PTO and informing the GSR when their PTO has been exhausted.
- 5) If the appointment is extended, additional PTO will be granted for the duration of the appointment.
- 6) PTO must be used before the end of the appointment and does not transfer to a new appointment. A new balance of PTO will be issued for each qualifying appointment.