

# UConn HEALTH

POLICY NUMBER 2004-08

November 18, 2014

**POLICY:       MANAGERIAL AND CONFIDENTIAL LEAVE POLICY**

**PURPOSE:**

To describe leave benefits for managerial and confidential exclusions.

**Vacation Leave**

Each full-time managerial/confidential employee shall accrue .85 vacation days a pay period for a total of 22 days a year. Part-time staff shall accrue vacation time in proportion to the percentage of time employed as reflected on their assignment authorization.

Staff members are expected to take vacation days within the calendar year earned. Since this may not be possible in every case, vacation days may be accumulated up to a maximum of 60 days. At the end of each calendar year, vacation accruals which exceed 60 days will be lost. In exceptional circumstances, the Executive Vice President of Health Affairs, or designee, may give permission to carry the additional days into the succeeding year with the understanding that they will be used that year and the accrual will not exceed 60 days again.

In the event an employee's service is terminated for any reason, the employee shall be entitled to receive full pay for each unused vacation day up to the maximum of 60 days.

**Holidays**

Each managerial/confidential employee shall be entitled to time off with pay for each of the 12 state holidays. Any staff member who is required to work on a legal holiday shall be granted a compensatory day for the holiday in addition to their regular day of pay.

A legal holiday that occurs during the employee's vacation shall not be charged against the employee as a vacation day.

**Sick Leave**

Each full-time managerial/confidential employee shall accrue .58 sick days a pay period for a total of 15 days a year. Part-time staff shall accrue sick time in proportion to the percentage of time employed as reflected on their assignment authorization. There shall be no maximum to the amount of sick leave that may be accrued. However, any payment to the individual for unused sick leave days will be subject to the provision of Section 5- 247 of the State Personnel Act (dated July 1, 1975). That is, at retirement only, the employee may receive payment for unused sick leave days at the rate of one (1) day for every four (4) days of sick leave up to a maximum of 60 days.

Other circumstances for which time may be deducted from the available sick leave balance include:

1. for medical, dental, or eye examination or treatment for which arrangements cannot be made outside of working hours;
2. in the event of death in the immediate family when as much as five working days leave with pay shall be granted. Immediate family means husband, wife, father, mother, sister, brother, or child, and also any relative who is domiciled in the employee's household;
3. in the event of illness or severe injury to a member of the immediate family creating an emergency, provided that not more than five days of sick leave per calendar year shall be granted therefore;
4. for bereavement of persons other than members of the immediate family when permission is requested and approved in advance by their supervisor and provided that not more than three days of sick leave per calendar year shall be granted therefore.

A managerial/confidential employee may donate accrued vacation and/or compensatory time to the sick leave account of another fellow employee or union employee who is absent due to a long-term illness or injury. The absent employee must have exhausted all accrued time and otherwise be on leave without pay status.

### **Compensatory Time**

Managerial employees and confidential employees that are exempt from the Fair Labor Standards Act are generally self-directed in the performance of their duties; therefore they do not accrue compensatory time for working other than the legal state holidays.

Confidential employees that are non-exempt, as defined in the Fair Labor Standards Act, may earn compensatory time for working above 40 hours a week. The compensatory time provisions of the UHP contract shall apply.

### **Leave Without Pay**

When a managerial/confidential employee is on leave of absence without pay in excess of one half the calendar month, vacation and sick leave are not accrued.

Elizabeth Bolt (Signed)

12/17/14

\_\_\_\_\_  
**Elizabeth Bolt**  
**Vice President for Human Resources**

\_\_\_\_\_  
**Date**

Andrew Agwunobi (Signed)

1/14/15

\_\_\_\_\_  
**Andrew Agwunobi, M.D., MBA**  
**Interim Executive Vice President for Health Affairs**

\_\_\_\_\_  
**Date**

New Policy: 12/10/04

Revised: 11/18/14