



## UT Health San Antonio

### INSTITUTIONAL HANDBOOK OF OPERATING POLICIES

#### IHOP 4.7.24 Comprehensive Leave Program Appendix

##### APPENDIX A: Personal Time Off (PTO) and Extended Illness Bank (EIB) based on Years of Service

Years of Service	Front-loaded PTO (Hours)	Front-loaded PTO (Days)	Maximum PTO Carryover Hours (Use in next fiscal year)	Maximum PTO Carryover Days (Use in next fiscal year)	Annual EIB (Hours)	Annual EIB (Days)
Year 1	128	16	80	10	96	12
Years 2-4	152	19	80	10	96	12
Years 5-9	176	22	80	10	96	12
Years 10+	208	26	80	10	96	12

- For part-time employees who are regularly scheduled to work at least 20 hours per week, but less than 40 hours per week, and who start after September 1 in the fiscal year, amounts will be prorated based on hours scheduled to work, or percent effort, as input upon date of hire.
- For eligible employees hired after September 1, PTO will be front-loaded in their first fiscal year as follows:
  - Hired between Sept 1 - Feb 28 (through Feb 29 in a Leap Year): 128 hours (16 days)
  - Hired between March 1 - May 31: 64 hours (8 days)
  - Hired between June 1 - August 31 - 32 hours (4 days)
- New hires will follow the Year 1 fiscal year schedule for purposes of the Comprehensive Leave Program.
- For those with previous state service, employees will receive applicable schedule of front-loaded PTO as of September 1 in the following fiscal year.
- Years of Service is determined based on the number of years of service as of September 1.
  - If the first anniversary has not been reached by September 1, Year 1 will be used to calculate hours front-loaded for employees with no previous state service.
  - Eligible employees with previous state service will receive the equivalent PTO allotment for previous state service in the new full fiscal year.
- EIB allocation is up to eight (8) hours per month for eligible employees scheduled to work at least 40 hours per week. The maximum EIB allocation is 96 hours per fiscal year.

Questions regarding this policy should be directed to the Office of Human Resources at 210-567-8847 or by emailing [AskHR@uthscsa.edu](mailto:AskHR@uthscsa.edu).