

## Benefits Unique to Staff in a Position Represented by the University Staff Association (USA/MTA)

Welcome to the *University of Massachusetts Amherst*

Your new position with the University brings many benefits, some of which are unique to the bargaining unit which represents your position. This document is a brief overview of those benefits which appear in your bargaining contract.

**Personal Time:** As a full-time employee in this bargaining unit you will receive 6 paid personal leave days each January for use during that calendar year. Part time employees and employees who are hired after March 31<sup>st</sup> receive a pro-rated amount. Your personal time must be used by the end of the year or it will be forfeited. In the first year of employment those newly hired into a position covered by USA/MTA are awarded personal days based on their date of hire:

Date of Hire	Personal Days Awarded
Jan. – Mar.	6
Apr. – June	4
Jul. – Sept.	2
Oct. – Dec.	0

**Vacation Time:** As a full-time employee in this bargaining unit you accrue 2.88 hours of vacation time each pay period (2 weeks) for a total of 10 days per year. This accrual is pro-rated based on both your position’s full-time equivalency and amount of time paid.

Your vacation accruals will increase based on your years of full-time equivalent service (as follows). All vacation accrued beyond 64 days accrues as sick leave. The balance of unused vacation time is paid after departure from employment.

Full-time Equivalent Years of Service	Annualized Vacation Accrual
fewer than 4.5 years	10 days
4.5 – 9.5 years	15 days
9.5 – 19.5 years	20 days
19.5+ years	25 days

**Sick Time:** As a full-time employee in this bargaining unit you will accrue 3.46 hours per pay period (2 weeks) for a total of 12 days per year. Sick leave accruals are pro-rated based on your position’s full-time equivalency and amount of time paid. Sick leave may be used in the following conditions:

- When you cannot perform your duties because you are incapacitated by personal illness or injury.
- When your spouse, child, parent, or sibling of either an employee, their spouse, or your grandparent or grandchild, or a relative living in your immediate household is seriously ill
- When through exposure to contagious disease, your presence at work would jeopardize the health of others.
- You have an appointment with a health care professional. In such instances, the normal requirement of advance notice will be at least 5 working days. However, the parties recognize that an unforeseen complication may arise from a regularly scheduled appointment with such a health care professional.

If you are absent from work due to illness, it is your responsibility to notify your supervisor in a timely fashion prior to the start of the shift you are unable to work. Your department may request documentation of illnesses.

(over)

**Sick Leave Bank:** The Sick Leave Bank is intended to provide short-term salary continuation when you:

- Are unable to perform your job due to a non-work related disability, you have a reasonable expectation of returning to your pre-disability position and your accruals are insufficient to secure salary during your absence.
- Need to care for your child, parent, sibling (or that of your spouse, grandchild or grandparent) or a relative living in your immediate household who is suffering a serious health condition
- Are absent due to parental leave

New members of USA/MTA are automatically members of the Sick Leave Bank. Prior to drawing from the bank you must be on an approved leave, have an approved Sick Leave Bank application and have been absent for 5 working days *after exhaustion of* and all sick leave, all personal leave, all compensatory time and all but two weeks of accrued vacation leave. Your paid vacation and sick leave accrue to Bank while you are drawing from the Bank.

Bereavement Leave: Upon evidence satisfactory to the appointing authority of the death of a spouse, child, parent, brother, sister, step-child, step-parent, step-brother, step-sister, grandparent, or grandchild of an employee; or parent (including step-parent, step-child) of spouse; domestic partner; or person living in the immediate household, you shall be entitled to leave without loss of pay for a maximum of five (5) consecutive working days.

In the event of the death of your son-in-law, daughter-in-law or of the spouse's child, brother, sister, grandparent, or grandchild a maximum of three (3) consecutive working days shall be available for use by an employee.

In the event that the internment of, or memorial service for, any of the above named relatives is to occur at a time beyond the bereavement leave granted, the employee may request to defer one of the days to a later date. Such request shall be made at the time of notification to the University of the death of one of the above named relatives, and may be granted at the discretion of the University.

Note:

- If the position you hold at the University is no longer affiliated with this bargaining unit, this will result in a change to the benefits listed above. Please contact Human Resources (545.1478) with questions in this regard.
- As bargaining contracts are re-negotiated this may result in a change to the benefits listed above.
- For additional information on benefits unique to USA/MTA employees, please reference the current USA/MTA bargaining contract. Where this document departs from the contract, the contract will prevail.