

# YourTimeAway

Flexibility, wellness, and added benefits

Introducing our new Comprehensive Leave Program



## Key Topics

1. Introducing **Your Time Away**, our new Comprehensive Leave Program
2. What will happen to your current sick and vacation time
3. Why we're making this change
4. Four main components of Your Time Away
5. All the ways we are here to help you

# YourTimeAway

Our new Comprehensive Leave Program has four main components.



**PTO + prior sick and  
vacation hours**



**Nine set holidays and  
three floating holidays**



**Paid Parental Benefit**



**Medical Hardship  
Leave Pool**

**Note:**

- This policy applies to all employees holding a position of at least 0.5 FTE (full-time equivalent), except for employees appointed to positions for which student status is a condition of employment, or temporary and PRN positions.
- Eligible part-time employees accrue PTO at the rate proportionate to their FTE and are subject to the Cap on the same proportional basis.

# What will happen to your current sick and vacation time

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**We built the Your Time Away program to ensure all employees keep their current balances upon conversion.**

1. You will **keep all current unused vacation leave and sick leave balances; they will never expire.**
  - a) These balances can be used in the new plan as needed, after use of your new paid time off (PTO) accruals.
  - b) Your vacation leave balance will be paid out at separation from UTSW.
2. Payout maximums for vacation time will also be maintained, based on the current plan.
  - a) The unused vacation leave balance at the time of your separation – now or any time in the future – will be paid out using the payout maximum from the current plan, based on your length of service at the time of separation.
  - b) Unused PTO time can also be added to your vacation leave balance to achieve up to the maximum payout under the current plan.
3. You will **receive a new PTO account** to begin accruing PTO, in addition to the sick leave and vacation leave balances that you had at the time of conversion.
4. The new plan will go into effect **Sept. 1, 2024.**

# Why we're making this change

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1. **In response to critical feedback** from colleagues across the institution related to the rigid structure of the current state time-off plan
2. **To create greater flexibility** in how you're able to use your time off with predetermined paid holidays, so you know when they will occur each year
3. **To ensure our plan allows** time away from work to increase overall wellness and decrease potential burnout
4. **To add a paid parental benefit**, which is so important for our colleagues building their families
5. **To create a UTSW-specific time-off plan** that gives us more flexibility in its design, now and into the future, than the current state plan





## PTO + prior sick and vacation hours

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- Employees keep all current unused sick leave and vacation leave time in the new Your Time Away plan.
- These balances will show in myTime as “Prior Vacation Leave Bank” and “Prior Sick Leave Bank.”
- The new PTO Plan does not have separate sick and vacation accruals but rather one PTO accrual bank that **YOU choose how to use** – all for vacation, all for sick/medical, or some combination.
- The annual PTO accrual amount you receive is based on your years of service (including any prior state service) and will increase by 4 hours for each year of service you achieve, up to 20 years.
- PTO accrual is capped at 135% of your annual accrual rate.
- You will begin accruing the new PTO in September 2024 on the first day of your pay period.
- At the time of separation/retirement from UTSW, you will receive any hours in your Prior Vacation Leave Bank plus any unused PTO, up to the maximum payout allowed by our current plan today.





## Nine set holidays and three floating holidays

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- The following nine set holidays will be observed each year (no more waiting for the schedule to be announced).
  - Labor Day
  - Thanksgiving Day
  - Friday following Thanksgiving
  - Christmas Day
  - New Year's Day
  - Martin Luther King Jr. Day
  - Memorial Day
  - Juneteenth-Emancipation Day
  - Independence Day



- Plus, three additional floating holidays are yours to use for personal holidays important to you or as additional scheduled time away. All three days will be loaded in your account at the beginning of each fiscal year and are available immediately for use.
- Holidays falling on a Saturday will be observed on the Friday prior, and those falling on a Sunday will be observed on the Monday following; 24/7 operations will observe it on the actual holiday.



## Paid Parental Benefit

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- The NEW paid parental benefit is for specific qualifying events related to time away for birth, adoption, foster placement, or surrogacy related to your family
- This benefit is available for both spouses
- It is available for eligible employees after 90 days of employment at UTSW
- Six weeks Paid Parental Benefit (PPB) at 50% of pay – runs concurrent with state parental and FMLA
- PPB is available after first using 40 hours of PTO or Prior Vacation Leave Bank
- Those who have Prior Sick Leave Bank accruals will use it prior to PPB, as Prior Sick Leave Bank is paid at 100% of pay
- PTO, Prior Vacation Leave Bank, and Short-term Disability Insurance can be used to “buy” up to 100% of pay
- Six weeks of PPB can be used in up to three separate scheduled times during the 12 months following a qualifying event







## Medical Hardship Leave Pool

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This new program captures the culture of caring and support for each other at UTSW

- This new Medical Hardship Leave Pool will replace similar prior programs including Catastrophic Leave and Family Leave as they are connected to the state time-off plan.
- Employees will have the opportunity to donate PTO and Prior Vacation Leave Bank hours to this pool at any time and in any amount, starting with just one hour.
- Donations to this new pool will not be subject to IRS taxes.
- Employees in medical need based on their own health or the health of an immediate family member, and who have exhausted all personal paid leave available, will be able to apply for up to 160 pool hours.
- UTSW will start the pool with hours to offer this resource immediately, until we begin to receive donations from colleagues across our campus.



# Years of service: By the numbers



Current UTSW State Time Off Program

Years of service	PTO Accrual Rate per year	PTO Max Cap	Floating Holiday	Paid Holidays	Separation Pay Max Cap (PTO + Prior Vacation)	Vacation	Sick
0	160	216	24	72	180	96	96
1	164	221	24	72	180	96	96
2	168	227	24	72	244	108	96
3	172	232	24	72	244	108	96
4	176	238	24	72	244	108	96
5	180	243	24	72	268	120	96
6	184	248	24	72	268	120	96
7	188	254	24	72	268	120	96
8	192	259	24	72	268	120	96
9	196	265	24	72	268	120	96
10	200	270	24	72	292	132	96
11	204	275	24	72	292	132	96
12	208	281	24	72	292	132	96
13	212	286	24	72	292	132	96
14	216	292	24	72	292	132	96
15	220	297	24	72	340	156	96
16	224	302	24	72	340	156	96
17	228	308	24	72	340	156	96
18	232	313	24	72	340	156	96
19	236	319	24	72	340	156	96
20 - 24	240	324	24	72	388	180	96
25 - 29	240	324	24	72	436	204	96
30 - 34	240	324	24	72	484	228	96
35	240	324	24	72	532	252	96

Data represents number of hours in each category.

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# We are here to help

# YourTimeAway

**1. Website:** Find all the details, FAQs, policies, personalized plan comparison calculator, upcoming Your Time Away learning sessions (if you want to listen again), and learn more.



**2. HR Services Center:** Get answers to your questions via email, phone, or set up a time to meet with a Your Time Away expert on our team.

**3. Employee Sessions:** We will be hosting additional in-person and virtual sessions on the Your Time Away program through late August to ensure you have all the information you need.

**[HR@utsouthwestern.edu](mailto:HR@utsouthwestern.edu)**

214-648-9810

Human Resources Services Center

Pickens Medical Education & Conference Center (NG)

6001 Forest Park Road, Suite NG3.111

Weekdays, 8 a.m.-5 p.m.



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Questions?