0750.51 Paid Leave - Vacation or Annual Leave

Paid Time Off

The following is a brief summary of paid leave benefits offered by the University of Maine System. Eligible employees may be paid (or unpaid) for Annual Leave (Vacation), Disability Leave (Sick Time), Administrative Holidays & Leaves, Bereavement Leave, Jury Duty Leave, Military Leave, Family Medical Leave and Holidays.

Benefits coverage generally continue without interruption during paid leaves of absences. Depending on the type of unpaid leave, some benefits coverage may or may not be continuous, however, if the employee elects to continue coverage during the unpaid leave of absence, the employee is responsible for paying their share of any premiums due. Employees should consult appropriate collective bargaining contracts or employee handbooks (non-represented) for details.

Annual Leave (Vacation)

Eligible Hourly-Paid Employees & Supervisors

Employees who work 40 hours per week and 12 months per year, earn annual leave based on the following schedule:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Hours Earned Biweekly</th>
<th>Hours Earned Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 4 years</td>
<td>3.70</td>
<td>96.20</td>
</tr>
<tr>
<td>5 – 8 years</td>
<td>4.62</td>
<td>120.12</td>
</tr>
<tr>
<td>9 – 12 years</td>
<td>5.54</td>
<td>144.04</td>
</tr>
<tr>
<td>13 – 16 years</td>
<td>6.47</td>
<td>168.22</td>
</tr>
<tr>
<td>17 or more years</td>
<td>7.39</td>
<td>192.14</td>
</tr>
</tbody>
</table>

Employees may carry over to the new year up to 40 days of annual leave. The maximum Annual Leave/Vacation balance that may be carried over to 2019 is 320 hours (prorated for part-time).

Eligible Full-time Faculty

Employees on a fiscal year appointment earn 20 days (24 days after 15 years of service) per year with a maximum accumulation of 40 days. Employees on academic year appointments do not earn leave.

Eligible Full-time Salaried Employees

Salaried employees on a fiscal year appointment earn 20 days per year (24 days after 15 years of service). The maximum carry-forward from year to year is 40 days. Salaried employees on academic year appointments of less than 12 months earn prorated leave, and those who are not required to work during periods when the student population is absent do not earn leave.

Eligible Part-time Employees

Employees working less than full-time, earn leave on a pro-rated basis.

Disability Leave (Sick)

Eligible Hourly-Paid Employees & Supervisors

Employees who work 40 hours per week and 12 months per year, earn 15 days per year with a maximum accumulation of 180 days.

Eligible Full-time Faculty

Employees on fiscal year appointments earn 20 days per year with a maximum accumulation of 180 days. Employees on academic year appointments earn 20 days per year with a maximum accumulation of 150 days.

Eligible Full-time Salaried Employees

Salaried employees on a fiscal year appointment earn 20 days per year with a maximum accumulation of 180 days. Salaried employees on academic year appointments earn 20 days per year with a maximum accumulation of 150 days.

Eligible Part-time Employees

Employees working less than full-time, earn leave on a pro-rated basis.

Other Paid Leave
Employees may also be eligible to be paid (or unpaid) for **Administrative Holidays & Leaves**, Bereavement Leave, Jury Duty Leave, **Military Leave**, **Family Medical Leave**, Personal Leave, Sabbatical Leave, Educational / Professional Development Leave and **Holidays**. Employees should consult appropriate collective bargaining contracts or employee handbooks (non-represented) for details.

**Contact The UMS Employee Benefits Center**

If you have a question about benefits enrollment, call toll-free 866-269-9635 (or 973-3373) or email benefits@maine.edu. Have your Employee ID number for faster service.