Healthcare and Earned Time Benefits for Part-Time Employees who Obtained Eligibility under Discontinued Policy HR05 Prior to December 31, 2014

Individuals who became eligible on or before December 31, 2014, for participation in the University’s part-time healthcare plan will continue to be eligible for such provisions provided they (1) enrolled in the healthcare benefit during the part-time benefits open enrollment period, which took place in December 2014 or during their initial eligibility enrollment period, and (2) have continued to maintain enrollment in the healthcare benefit plan and make timely payment on healthcare premiums.

Individuals who became eligible on or before December 31, 2014, for earned time and holiday time will continue to be eligible for such provisions provided there is no involuntary or voluntary separation from University employment or transfer into a full-time benefits eligible position.

* **Earned Time –**
	+ **Accrual**

Earned time may be accrued by eligible nonacademic employees. Earned time shall be accrued on the basis of 8 hours for each 168 hours paid. Such earned time may be accumulated up to a maximum of 96 hours.

* + **Use of Accumulated Earned Time**

Accumulated earned time can be used by an employee to account for work time missed due to illness, vacation, etc. The work requirements of the University shall take priority over the scheduling of time off for an employee. Nevertheless, the University shall give consideration to any specific request for time off by an employee. Except in the case of illness or an emergency, time off is to be charged to the earned time accumulation only when such absence has been scheduled and approved by the supervisor in advance.

* + **Transfer and Payoff Of Accumulated Earned Time**

A nonregular employee who terminates her/his nonregular position to accept a nonbargaining unit regular position shall transfer all of the earned time balance to vacation accumulation, provided there is no break in service. A nonregular employee who terminates his/her nonregular position to accept a position included in a bargaining unit shall receive the cash value of unused earned time.

When a nonregular employee terminates employment, such employee shall receive the cash value of unused earned time, (not to exceed the maximum provided above), computed up to and including the last day worked, provided the employee has given at least two weeks advance notice.

* **Holiday Time –**

An eligible nonacademic employee shall receive her/his regular pay for the University holidays that occur on a day that the employee is normally scheduled to work. See [HR34](http://guru.psu.edu/policies/OHR/hr34.html) for a list of official University holidays.

Such employee required to work on a University holiday shall be paid at the rate of time and one-half the hourly rate for all hours worked on the holiday.

An employee is granted only those University holidays that occur on a day that the employee is normally scheduled to work.