Paid Time Off Policy

A. POLICY:
It is the policy of the University of Virginia Physicians Group (UPG) to provide competitive compensation and benefits to eligible employees.

B. PROCEDURE:

PTO
Employees scheduled for twenty (20) or more hours per week with UPG will accrue PTO. Employees scheduled for fewer than twenty (20) hours per week and/or temporary employees are not eligible for PTO accrual.

With appropriate notice and supervisor approval, accrued PTO will be used to take personal, sick, or vacation time. Employees are responsible for maintaining sufficient PTO balances for time off.

The supervisor of each section determines how far in advance employees must request discretionary use of PTO and will take departmental workload into consideration prior to determining if the request is approved.

An employee is required to notify his/her supervisor of an unscheduled absence within one half hour of normal starting time on each day of absence. The supervisor, with the approval of Human Resources, may require a physician’s statement to support an absence from work. Failure to provide such documentation may result in denial of PTO use and disciplinary action up to and including termination. UPG reserves the right to require a second medical opinion for an employee’s or family member’s illness related to the use of non-scheduled PTO. The second medical opinion will be at the discretion and expense of UPG. Excessive unscheduled absences will result in disciplinary action up to and including termination.

Employees whose positions are at Level 11 and below are in the Staff category and earn Staff-level accruals. Employees whose positions are at Level 12 and above are in the Professional category and earn Professional-level accruals. The level of an employee’s position can be found in Workday under Compensation summary → level is listed as “Grade.”
In order to calculate the total PTO accrued per calendar year, multiply the total number of payroll periods (26) by the accrual amount in the corresponding column and row in the table below:

<table>
<thead>
<tr>
<th>Service Years</th>
<th>Staff scheduled 35-40 hours/week</th>
<th>Staff scheduled 30-34 hours/week</th>
<th>Staff scheduled 25-29 hours/week</th>
<th>Staff scheduled 20-24 hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-4</td>
<td>5.54 hours</td>
<td>4.43 hours</td>
<td>2.77 hours</td>
<td>2.22 hours</td>
</tr>
<tr>
<td>5-9</td>
<td>7.08 hours</td>
<td>5.66 hours</td>
<td>3.54 hours</td>
<td>2.83 hours</td>
</tr>
<tr>
<td>10-14</td>
<td>8.00 hours</td>
<td>6.40 hours</td>
<td>4.00 hours</td>
<td>3.20 hours</td>
</tr>
<tr>
<td>15+</td>
<td>9.23 hours</td>
<td>7.38 hours</td>
<td>4.62 hours</td>
<td>3.69 hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Years</th>
<th>Professional scheduled 35-40 hours/week</th>
<th>Professional scheduled 30-34 hours/week</th>
<th>Professional scheduled 25-29 hours/week</th>
<th>Professional scheduled 20-24 hours/week</th>
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<td>5.66 hours</td>
<td>3.54 hours</td>
<td>2.83 hours</td>
</tr>
<tr>
<td>5-9</td>
<td>8.62 hours</td>
<td>6.90 hours</td>
<td>4.31 hours</td>
<td>3.45 hours</td>
</tr>
<tr>
<td>10-14</td>
<td>9.54 hours</td>
<td>7.63 hours</td>
<td>4.77 hours</td>
<td>3.82 hours</td>
</tr>
<tr>
<td>15+</td>
<td>10.77 hours</td>
<td>8.62 hours</td>
<td>5.39 hours</td>
<td>4.31 hours</td>
</tr>
</tbody>
</table>

Up to one (1) year’s accrual of PTO may be carried over to the next calendar year. On January 1 of each year, employees will forfeit any amount of PTO over one year’s accrual.

PTO or STD supplemental leave may be used to supplement Short Term Disability (STD) payments. Payment from STD, STD Supplemental leave, and PTO, added together, may not exceed the regular biweekly salary (or prorated amount based on scheduled hours). Employees may elect not to use PTO balances when FMLA and STD run concurrent. Leave without pay may be used in lieu of PTO. Employees without PTO or STD supplemental leave balances will be placed on leave without pay during an STD and/or FMLA event.

**PTO Cash-out Option**
Annually (typically in December), employees will have the opportunity to cash-out a portion of their PTO balances. Each employee who has worked at UPG for at least 3 consecutive years has the option to cash-out up to forty (40) hours of PTO at the employee’s normal hourly rate of pay, if after the cash-out, the employee retains a balance of at least eighty (80) hours of PTO. Payment is subject to applicable taxes and other deductions.

**Status Change**
An employee who changes status to less than twenty (20) scheduled hours per week will not continue to accrue PTO. The employee’s PTO balance will be paid out in full at the
employee’s regular hourly rate. Every effort will be made to pay the PTO balance at the
time of the final pay check. An employee who changes status to a different category
will accrue PTO at that new rate.

Termination
An employee who has worked for UPG for at least six (6) consecutive months and
terminates employment will be paid his/her accumulated PTO balance at his/her regular
hourly rate. Every effort will be made to pay the PTO balance at the time of the final pay
check. An employee who has worked for UPG for less than six consecutive months and
terminates employment will forfeit his/her accrued PTO balance. For more information
on termination, see Separation policy.

Bereavement Leave
Employees scheduled thirty (30) or more hours per week are granted three days of
leave with full pay for a death in the immediate family.

Immediate Family Member - a) Parents, including step-parents and in-laws, and in loco parentis
(a person who stood in place of parent); b) spouse; c) children, including step-children, foster
children, sons-in-law and daughters-in-law; d) siblings, including step-siblings, siblings-in-law; e)
grandparents and grandchildren; and f) any person living in the employee’s household.

One-day leave with full pay is granted to attend the funeral of: aunt, uncle, sister-in law,
brother-in-law, son-in-law or daughter-in-law.

Employees should inform their section supervisors as soon as possible to take
bereavement leave. If the amount of leave outlined above is insufficient in meeting
the employee’s needs, the supervisor may authorize additional leave which may be
taken as PTO.

Leave Without Pay
Leave without pay will only be approved in the absence of PTO balances in the event of
extenuating circumstances or during approved STD and/or FMLA events, Fitness for
Duty Leave, and Progressive Discipline / Investigation needs. Human Resources
approval is required.

If the time missed from work is related to Family Leave, Parental Leave, or Military
Leave, see the corresponding policies.

If leave without pay is used adjacent to a holiday, the holiday is also unpaid. (See
Holiday and Holiday Compensation Policy)

If leave without pay extends for a consecutive two-week period, PTO accruals will be
forfeited the following pay period unless leave is related to FMLA.

UPG will continue to cover its portion of an employee’s benefits contribution for
up to two (2) continuous weeks of leave without pay. If leave without pay extends
past two weeks, the employee will be required to contribute the entire amount (both
the employee’s portion and UPG’s portion) in order to continue receiving benefits.
If leave without pay is related to the FMLA, UPG’s share
of the employee’s memberships in group health insurance, group life insurance, short-
term disability insurance and long-term disability insurance (as applicable) will
continue while the employee is on unpaid leave up to 12 weeks as defined by FMLA
guidelines. If applicable, arrears in benefit premium amounts will be deducted by Payroll
from the employee’s pay upon return to work. If an employee terminates while on leave
without pay, the arrears will be due upon termination or the benefits stop date will be the
date of the last day worked.

C. CROSS REFERENCED MATERIALS:
   Family and Medical Leave Act
   Administrative Employees on Military Active Duty and/or
   Reserve Forces
   Holidays and Holiday Compensation
   Separation of Employment
   Short-Term Disability

D. FORMS: N/A

E. SCOPE:
   This policy and procedure gives direction on the appropriate accrual and use of
   leave balances.

F. ADMINISTRATION:
   This policy is administered by Human Resources and Development and will be
   reviewed on a periodic basis.

G. DISTRIBUTION:
   To all UPG employees paid biweekly.