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[PAID TIME OFF \(PTO\)](#)

POLICY

# Paid Time Off (PTO)

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This policy applies to: Regular full-time and part-time staff in clinical and associate career streams with leave plans C, D or F (*does not include hourly paid individuals in the professional and leadership career streams*) whose primary appointment is in divisions 40 (School of Medicine and Dentistry), 50 (Strong Memorial Hospital), 60 (School of Nursing), 90 (Health Sciences), 91 (Medical Faculty Group), and 92 (Eastman Institute for Oral Health).

*Individuals represented by collective bargaining agreements receive benefits in accordance with those agreements.*

Employees may reference their individual leave plans and career streams on the University [Career Path Modernization website \(https://www.rochester.edu/human-resources/professional-success/career-path-modernization/job-structure/\)](https://www.rochester.edu/human-resources/professional-success/career-path-modernization/job-structure/).

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## I. Policy

The intent of the PTO plan is to recognize an individual's need to have protected time away from work. In accordance with the New York State Sick Leave Law (NYSLL) all eligible employees will be

## ABOUT THIS POLICY

### Policy Number

340

### Policy Group

Human Resources

### Issuing Authority

Human Resources

### Responsible Officer

Kathy Miner

### Contact Information

[kathy.miner@rochester.edu](mailto:kathy.miner@rochester.edu) (mailto:  
[kathy.miner@rochester.edu](mailto:kathy.miner@rochester.edu)  
[du](mailto:kathy.miner@rochester.edu))

## ADDITIONAL RESOURCES

[Chart: PTO Bank by Standard Weekly Hours \(https://www.rochester.edu/policies/wp-content/uploads/2021/01/PST\\_PTO\\_Bank\\_Chart1.pdf\)](https://www.rochester.edu/policies/wp-content/uploads/2021/01/PST_PTO_Bank_Chart1.pdf)

[Human Resources: Leave and Disability](https://www.rochester.edu/human-resources/benefits/leave-disability/)

[\(https://www.rochester.edu/human-resources/benefits/leave-disability/\)](https://www.rochester.edu/human-resources/benefits/leave-disability/)

[Career Path](https://www.rochester.edu/human-resources/benefits/leave-disability/)

[Modernization Project \(https://www.rochester.edu/human-resources/benefits/leave-disability/\)](https://www.rochester.edu/human-resources/benefits/leave-disability/)

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[Accessibility \(https://www.rochester.edu/accessibility.html\)](https://www.rochester.edu/accessibility.html)

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