



Category

POLICY: 2-60 PTO Extended Benefit Bank

Approval

LC Approved: 06/16/2022
Effective Date: 07/01/2022
Revised: June 2022
Responsible Party: Vice President, People & Culture

PTO Extended Benefit Bank

The WSU Tech Extended Benefit (EB) Bank is a voluntary program of sharing PTO hours with regular status Fulltime and Part-time employees incapable of working in their regular capacity or status. Use of the EB Bank may be granted if the employee or an immediate family member (spouse, child, or parent) is experiencing a very serious, extreme or life-threatening illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay or to terminate employment. Elective procedures, while not initially eligible may be considered for eligibility based on unforeseen post-procedure complications. EB Bank hours may also be utilized for up to 5 days to plan/attend funeral services or settle an estate of a spouse, child or parent who the bank was being used for by the employee at the time of the death.

Eligibility Criteria:

- Fulltime employees must complete at least six continuous months of regular status fulltime service. The employee must have depleted all paid leave (i.e. all PTO, individual Extended Benefit Bank).
- Part-time regular employees must have completed at least 1 continuous year of service and have worked an average of 20 hours per week over the 12-month period. The hours worked requirement excludes work performed as an Adjunct Faculty/Trainer.

General PTO Extended Bank information:

WSU Tech EB Bank hours, once approved, may only be used for the duration of the condition for which it is approved. The maximum number of EB Bank hours that may be used by an employee shall be the total hours that the employee would regularly be scheduled to work, up to a maximum of 6 weeks (240 hours for fulltime employees) per fiscal year.

Employees may use EB Bank hours in partial or full-day increments

EB Bank hours may be applied retroactively for a maximum of two pay periods preceding the date the employee signed/submitted the request form. Payment of retro-active hours will be made in a lump sum and added to the next regularly scheduled payroll.

Employees receiving EB Bank hours are considered on paid leave and will continue to receive benefits, if eligible (i.e. health insurance, life insurance, and/or retirement contributions, accrual of PTO hours).

An employee receiving short-term disability payment is only eligible to receive WSU Tech EB Bank hours to cover mandatory waiting periods for the benefits and to supplement the weekly benefit up to 100% of pay. Example: STD benefit pays 60% of earnings (4.8 hours per day) and EB Bank hours could be used to pay the other 40% of earnings (3.2 hours per day) to equal 100% of pay. As Short-Term Disability Insurance is provided (and paid for) by the College, employees must file claim for disability when the employees' absence from work could qualify for the benefit. If the employee fails to file for STD benefits when eligible for them, the request for EB Bank hours will be denied.

No employee will be eligible to use EB Bank hours after meeting the eligibility requirements for long-term disability benefits under the Kansas Public Employee Retirement System (KPERs).

There is no appeal process associated with the WSU Tech EB Bank. Use of the EB Bank is not an entitlement.

Donation Information:

All fulltime employees may donate PTO hours (in full hour increments) any time to the EB Bank. An employee's PTO balance will be decreased by the amount donated. Donated hours become part of the EB Bank and no longer count toward the individual member's current or accumulated PTO.

Employees may be solicited to donate when the need arises due to a low EB Bank balance.

Donating PTO hours to the EB Bank does not guarantee that requested hours from the bank will be approved.

Application Process:

- The employee notifies the Director, Compensation & Benefits of the need for EB Bank hours and necessary forms will be sent to the employee through email or at their home address on file.

- The employee must complete a WSU Tech Extended Benefit Bank request form.
- If requesting EB Bank hours for a medical condition, a Certification of Health Care Provider must be completed by the employee's or family member's attending physician. If the employee is currently utilizing FMLA and the Certification of Health Care Provider has been submitted with their FMLA paperwork, it does not need to be submitted again unless there has been a change in the medical condition.
- If requesting EB Bank hours for funeral services or to settle an estate, proof of the need will be required by the EB Bank Committee prior to approving hours.
- All forms are to be returned to the Director, Compensation & Benefits. If the determination of the illness, injury, impairment, or physical or mental condition meets the requirements for consideration of EB Bank hours, a meeting will be convened of the EB Bank Committee to determine how many hours, if any, will be awarded to the employee.
- The EB Bank Committee will meet within 10 business days of the eligibility determination made by the Director, Compensation & Benefits. The Committee may meet through electronic means if not possible to meet in person within the 10 day time limit.
- EB Bank Committee members are: Director, Compensation & Benefits, two full-time faculty members appointed by the President, and two full-time staff members appointed by the President. Appointments are subject to approval by the Leadership Team. All appointed members will serve on the committee for a period of two years.
- Decisions of the Committee will be made by a required minimum of three members in attendance (in person or by phone) to vote. Final decision of the Committee members who vote will be made by simple majority rule.
- If the committee approves EB Bank hours, the employee will be granted all or a portion of the request **up to a maximum of 6 weeks (240 hours for fulltime)**.
- A letter or email will be sent to the employee by the Director, Compensation & Benefits communicating the decision of the Committee. Final approval or denial of request is not subject to appeal.
- If the employee is approved for use of WSU Tech EB Bank hours, the Director, Compensation & Benefits will e-mail notification of the WSU Tech EB Bank approval dates and hours to payroll staff for payment to the employee on regular WSU Tech payroll dates.

Frequently Asked Questions:

Since PTO hours are accrued on a bi-weekly basis, how can I ever meet the requirement of exhausting PTO hours to qualify for this benefit?

You can qualify for the benefit if you do not have enough PTO to cover your absence. You will be required to record/use your own PTO accrual on your timesheet each pay period and EB Bank hours can be used for the balance of your missed work hours.

Who will see my completed Doctor's Certification?

The EB Bank Committee will have access to medical information in order to review the claim, but personal identifying information will be omitted. Only the Director, Compensation & Benefits (or other designated P&C/payroll staff) will have access to the identity of employees requesting EB Bank usage.

What if I return to work after utilizing 4 weeks of the WSU Tech EB Bank and have another illness which will require me to miss an extended period of time from work? How many times may I request use of the EB Bank?

Maximum fiscal year usage is capped at 6 weeks (240 hours). You can make another request of the EB Bank, but you would only be eligible for up to 2 weeks of payment.

Can the WSU Tech EB Bank be used for the 14 calendar day waiting period prior to collection of Short Term Disability payments?

Yes, as long as your PTO and individual EB Bank hours have already been exhausted.

If I am approved for WSU Tech EB Bank hours, when will I receive a check and what deductions will be made from it?

The payment of EB Bank hours will be made on regularly scheduled payroll periods, with a maximum of 80 hours paid per check. If you are granted retro-payment of EB Bank hours, those hours will be paid in a lump sum and added to the next regular payroll cycle. Deductions will be made from your check as if you were continuing to work (benefits, taxes, etc.). There is a two-week unpaid waiting period for part-time employees to utilize the benefit.

Can I request WSU Tech EB Bank hours for reasons other than medical? How about for the need to care for a grandchild?

Yes. The EB Bank may be utilized to plan/attend funeral services or to settle the estate of a spouse, child, or parent. Caring for a grandchild does not qualify for payment of this benefit.

What if my illness allows me to work partial days or I miss work only on an intermittent basis? Can I supplement my reduced work hours with WSU Tech EB Bank hours?

Yes, if approved for payment of EB bank hours.

If I am terminating my employment can I donate my PTO hours in excess of 240 to the WSU Tech EB Bank?

Yes, up to 80 hours of PTO may be donated.

Do WSU Tech EB Bank hours count towards worked time in the accrual formula should I terminate my employment before the end of the fiscal year?

Yes, if you received WSU Tech EB Bank hours it was considered as paid leave.