

## **January 1, 2024 Time Off Program Changes FAQs**

### **Short Term Income Replacement (STIR)**

- How will I be impacted if I am on an approved STIR leave that began in 2023 and does not end until 2024?
  - You will be paid based on the STIR policy that was in place on the date that your leave began. Therefore, if your leave began in 2023 then you will be paid 100% for the duration of your approved STIR leave.
- How will my salary be reduced after 8 weeks?
  - Human Resources will reduce pay to 60% for weeks 9 – 26 for each employee. This information will be communicated to the employee and their supervisor when the leave is approved.
- Does STIR time need to be entered into UltraTime (non-exempt) or MyTimeOff (exempt)?
  - Non-Exempt: STIR will need to be entered into UltraTime for weeks 2 – 8. NDHR will handle the entry for weeks 9 – 26 in order to reduce pay to 60%.
  - Exempt: STIR will need to be entered into MyTimeOff. NDHR will handle updating pay to 60% for weeks 9 – 26.
- Can I supplement the 60% pay with other time benefits, such as vacation days?
  - No, STIR pay cannot be supplemented.

### **Personal and Family Illness Days (Exempt Staff)**

- How many Personal and Family Illness Days are available each year?
  - Exempt staff have 12 Personal and Family Illness Days available each year.
- Are the 2 personal business days included in the Personal and Family Illness Days bank?
  - Yes, exempt staff may use 2 personal business days each year that are deducted from their Personal and Family Illness Days bank.
- Will I need to use Personal and Family Illness Days for the 1-week elimination period before a STIR leave begins?
  - Pay for 1-week elimination period will be from the Personal and Family Illness Days bank or Vacation Days bank, if no Personal and Family Illness Days remain.
- What happens if I use all my Personal and Family Illness Days for the year?
  - You must then use Vacation Days for time off needed for your own personal illness or the illness of an immediate family member.
- Do unused Personal and Family Illness Days rollover to the following year?
  - No, Personal and Family Illness Days are provided at the beginning of each calendar year with no carry-over banking of days from one year to the next.
- Are available Personal and Family Illness Days paid out upon separation?
  - No, Personal and Family Illness Days are not paid upon separation from the University.

### **Parental Leave**

- Am I eligible for 6 weeks if I give birth in late 2023, use STIR first, and then the Parental Leave portion of my leave begins in 2024?
  - No, the birth, adoption, or foster care placement must occur in 2024 in order to be eligible for the 6 weeks in the updated policy.

- Does Parental Leave still need to be taken in one-week increments?
  - Yes.
- Does Parental Leave still need to be taken within one year following the birth, adoption, or foster care placement?
  - Yes.
- Are both parents still eligible for Parental Leave?
  - Yes, both parents are eligible for 6 weeks of Parental Leave.
- How do I report Parental Leave?
  - Work with your supervisor to determine dates of Parental Leave.
  - Non-Exempt: Parental Leave is reported through UltraTime.
  - Exempt: Parental Leave is reported through MyTimeOff.

### **Bereavement Leave**

- Is stillbirth included as miscarriage?
  - Yes.
- Are members of my household considered immediate family members, even if they are not my spouse, child, or parent?
  - You should have a conversation with your supervisor to determine the appropriate amount of time for bereavement leave based on relationship.
- How do I apply for the extended bereavement leave following the loss of an immediate family member?
  - You should work with your supervisor to work out the details of your requested Bereavement Leave.
- I am close with my extended family. Can I receive additional time off for the loss of extended family?
  - You are eligible for the designated number of days that are listed in the Bereavement Leave policy. You may work with your supervisor to discuss the possibility to taking additional time off based on your situation. You can supplement with vacation or personal days.
- How do I report Bereavement Leave?
  - Work with your supervisor to determine dates of Bereavement Leave.
  - Non-Exempt: Bereavement Leave is reported through UltraTime.
  - Exempt: Bereavement Leave is reported through MyTimeOff.