

## UTAH TRANSIT AUTHORITY POLICY~~Y~~

~~1) — Purpose:~~

## No. UTA.05.02

**PAID TIME OFF – ADMINISTRATIVE EMPLOYEES**1) Purpose.

Utah Transit Authority offers several types of Paid Time Off for ~~Administrative Employees~~, including Sick Leave, Vacation time, ~~Floating Holidays~~, ~~Holidays~~, ~~Floating Holidays~~, Bereavement Leave, Court Attendance/Jury Duty Leave, Military ~~Leave~~, and Parental Leave, ~~Critical Incident Leave~~, and Voting Leave.

2) Definitions.~~2) Definitions.~~

~~For purposes of this policy and the associated Standard Operating Procedure, the following terms shall have the definitions and meanings set forth below:~~

~~“Administrative Employee” means an employee who is not subject to a the Collective Bargaining Agreement.~~

~~A “Collective Bargaining Agreement” (CBA) is means a legally binding contract that outlines the terms and conditions of employment as negotiated between an employer and a group of employees represented by a Union.~~

~~“Authority” means the Utah Transit Authority.~~

~~“Dependent” means a spouse, a child under 19, or other legal dependent as defined by Internal Revenue Code § 152.~~

~~“Exempt Employee” means an employee who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).~~

~~“Extended Family Member” means a brother, sister, step-brother/sister grandparent and grandparent-in-law, grandchildren, brother/sister-in-law.~~

~~“Fair Labor Standards Act” (FLSA) means the federal law enacted in 1938 that which establishes basic labor standards including minimum wage, overtime rules, child labor protections, and record keeping to protect employees from unfair pay practices and unsafe working conditions.~~

~~“Floating Holiday” means up to two paid days per payroll calendar year, in addition to the ten Holidays recognized by UTA, for the employee’s use.~~

~~“Family and Medical Leave Act” (FMLA) means the federal law enacted in 1993 that grants eligible employees the right to take unpaid, job-protected leave for certain family and medical reasons.~~

~~“FML” means family medical leave as defined by the Family and Medical Leave Act of 1993(FMLA).~~

~~“Full-Time Employee” means an employee who is regularly scheduled to work thirty (30) hours or more per week.~~

“*Holiday*” means one of the ten recognized Holidays listed in this policy.

~~“*Incidental Illness*” means an illness other than a serious illness as defined under the Family and Medical Leave Act of 1993 (FMLA).~~

“*Immediate Family Member*” means a spouse, child (including step and foster), son/daughter-in-law, parent (including step and in-law).

“*Introductory Period*” means the first 90 calendar days of an Administrative Employee’s employment with ~~Utah Transit Authority~~UTA.

“*Non-Exempt Employee*” means an employee who is not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

~~“*Other Medical Leave*” means a leave of absence for an employee who does not qualify for FMLA for the employee's or dependent's illness as defined in this Policy.~~

“Regular Full-Time Employee” means an employee who is regularly scheduled to work forty (40) hours per week, twelve (12) months per year.

“Regular Part-Time Employee” means an employee who is regularly scheduled to work less than thirty (30) hours per week, twelve (12) months per year.

“Retired Employee” means an employee who meets the criteria listed in Corporate Policy Retirement 6.5.4: employee continued to be employed by UTA until their Date of Retirement or Date of Permanent and Total Disability as defined in the UTA Employee Retirement Plan and Trust agreement; employee is vested pursuant to the vesting schedule set forth in the UTA Employee Retirement Plan and Trust Agreement; employee elects a retirement benefit as a monthly benefit or a lump sum distribution; and employee’s employment has not been involuntarily terminated.

“Retiree Medical Account” (RMA) means an individual account funded by converting accrued, unused Sick Leave for employees who retire and meet the definition of “Retired Employee”. The RMA provides post-employment medical expense reimbursement for all eligible expenses as defined by under Internal Revenue Service Publication 502.

“Return to Work Examination” (RTW) means ~~insert definition here~~ a medical examination completed by UTA’s occupational healthcare cal provider.

“Revenue Service Vehicle” means vehicles used to transport passengers for fare or without fare, including those used in scheduled or unscheduled service and those temporarily out of service for routine maintenance. Excludes vehicles used solely for staff transport or other non-passenger purposes.

“Safety-Sensitive Job” means a job which includes one or more of the following duties: ~~(“Revenue Service Vehicle” means vehicles used to transport passengers for fare or without fare, including those used in scheduled or unscheduled service and those temporarily out of service for routine maintenance. Excludes vehicles used solely for staff transport or other non-passenger purposes.)~~

- a. operating a ~~R~~revenue ~~S~~service ~~V~~vehicle, including when not in revenue service;
  - b. operating a non-~~R~~revenue ~~S~~service ~~V~~vehicle, when required to be operated by a holder of Commercial Driver's License;
  - c. controlling dispatch or movement of a ~~R~~revenue ~~S~~service ~~V~~vehicle; ~~and~~
  - d. maintaining (including repairs, overhaul, and rebuilding) a Revenue Service Vehicle or equipment used in revenue service; ~~and~~
  - e. carrying a firearm for security purposes;
  - f. performing inspections, repairs, or maintenance of signal systems;
  - g. performing mechanical activities (including mechanical tests or inspections) on railroad rolling equipment or its components; ~~and~~
  - h. performing Maintenance of Way (MOW) duties.
- e. \_\_\_\_\_

“Serious Health Condition” means an illness, injury, impairment, or physical or mental condition that involves an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualifying family member from participating in school or other daily activities.

"*Sick Leave*" means an Administrative Employee time-off benefit for use in the event of an employee's or dependent's illness, injury, or medical appointment.

~~"Scheduled Sick Leave" means leave scheduled at least 48 hours in advance for an illness or injury of the employee or the employee's dependent.~~

"UTA" means Utah Transit Authority.

"*Vacation*" means paid time accrued by the employee for their use.

### 3) Policy.

UTA provides various types of paid time-off for an employee's absence from work ~~for personal reasons~~. These leaves are detailed below:

#### A. Sick Leave.

1.—Sick ~~Leave~~ is provided for employees as insurance against loss of income when an employee is unable to perform assigned duties because of illness or injury. Sick Leave may be used for the employee's own, or their Dependent's, illness, injury, or medical appointment. Regular ~~full~~Full- and ~~part~~Part-Time Administrative Employees who have completed their Introductory Period and have accrued Sick Leave may use sick leave. Employees using Sick Leave must directly notify their supervisor, providing as much notice as practicable.

1. Sick Leave is accrued at a rate of nine days per year (2.769 hours biweekly). Regular ~~part~~Part-Time Administrative Employees will accrue Sick Leave on a pro-rated basis based on the number of hours worked in each pay period. Full-Time Employees may accrue Sick Leave with no maximum accrual limit. Part-Time Employees may accrue up to a maximum limit of 200 hours.

2.—

2. All ~~Exempt~~Employees' Sick Leave deductions will be charged against full day increments ~~only~~ in accordance with the Fair Labor Standards ActFLSA. No partial days will be deducted except as allowed under FMLA. Non-Exempt Employees' Sick Leave deductions may be used in ~~one~~half-hour increments. Part-Time Employees who take Sick Leave will have Sick Leave deducted from their banked time for the number of hours regularly scheduled to work.

3. Sick Leave pay is calculated using an employee's base rate of pay at the time of the absence and is paid on regular paydays following the pay period in which Sick Leave is used. Sick Leave is not considered as hours worked for overtime calculation.

4. ~~The Authority~~During any Sick Leave absence, UTA may request written medical certification of an illness or injury necessitating Sick Leave.

4.—

5. ~~After five consecutive days of Sick Leave, Employees must submit a medical note from the treating medical provider releasing them to return to work without restrictions after five consecutive days or more of Sick Leave for the employee's own health condition before returning to work. In addition, employees in Safety-Sensitive Jobs are required to complete a Return to Work (RTW) examination with UTA's occupational healthcare provider after 14 consecutive days or more of Sick Leave for the employee's own health condition before returning to work.~~

6. ~~While on FML, employees must use all available accrued Sick Leave. Sick Leave pay will not accrue during an unpaid Leave of Absence, while receiving Worker's Compensation, and while receiving short- or long-term disability payments, or other insurance payments.~~

6.

7. ~~Employees who retire and meet the definition of "Retired Employee" per Corporate Policy Retirement 6.5.4, may convert up to 900 hours of accrued, unused Sick Leave into a Retiree Medical Account at time of retirement. The dollar amount will be calculated based on the employee's hourly rate of pay at the time of retirement. Employees who have been rehired after previously retiring from UTA and who previously received a deposit into the RMA will only be eligible for a deposit into the RMA that, when combined with the first deposit, does not exceed the maximum amount allowed under this policy of 900 hours.~~

8. ~~Employees that voluntarily (besides Retired Employees) and involuntarily terminate employment with UTA forfeit any accrued, unused Sick Leave.~~

9. ~~In the event an employee dies while still actively employed by UTA, UTA will pay out up to 240 hours of accrued, unused Sick Leave calculated at the most recent base rate of pay on the employee's final paycheck. If the employee is (1) at least 55 years old with at least 5 years of service or (2) any age with 37 ½ years of service at time of death, and so otherwise eligible for retirement, UTA will pay out up to 900 hours of accrued, unused Sick Leave calculated at the most recent base rate of pay on the employee's final paycheck.~~

7.

#### **B. ~~Vacation.~~**

4. ~~Accrued V~~~~acation~~ time is provided to Regular ~~F~~~~ull~~ and ~~P~~~~art-T~~ime Administrative Employees. Employees who have completed their Introductory Period, have accrued Vacation time, and have received approval from their immediate supervisor may take Vacation. Employees who have an emergency need or pre-authorized reason to take ~~V~~~~acation~~ prior to the conclusion of the Introductory Period may seek prior approval with management.

1. ~~Vacation time accrues according to an employee's date of hire and length of service with the Authority UTA as outlined below. (except as outlined in section B.10): Vacation time accrues based on actual time worked, therefore for Part-Time Employees, and in some instances Full-Time Employees, accrual is pro-rated. short- or long-term disability payments, other insurance payments.~~

2.

| Length of Service                         | Vacation Days Accrued        |
|---|------------------------------|
| Date of Hire up to 3 years through Year 2 | 13 days per year (104 hours) |
| Year 3 through Year 6 up to 7 years       | 15 days per year (120 hours) |
| Year 7 through Year 8 up to 9 years       | 17 days per year (136 hours) |
| Year 9 up to 12 years through Year 11     | 19 days per year (152 hours) |

|   |                              |
|---|------------------------------|
| <u>Year 12 up to 16 years through Year 15</u> | 21 days per year (168 hours) |
| <u>Year 16 up to 23 years through Year 22</u> | 23 days per year (184 hours) |
| <u>Year 23 years or more</u>                  | 25 days per year (200 hours) |

\*The maximum Vacation time accrual is 360 hours.

~~3.2.~~ All Exempt Employees' vacation deductions will be charged against full day increments only in accordance with the Fair Labor Standards Act (FLSA). No partial days will be deducted except as allowed under FMLA. All Non-Exempt Employees' vacation deductions must be used in in one-half-hour increments one-hour increments. Part-Time Employees who take Vacation will have Vacation time deducted from their banked time for the number of hours regularly scheduled to work.

~~4.3.~~ Vacation pay is calculated based on using an employee's base rate of pay at the time of use and is paid on regular paydays following the pay period in which Vacation is used. Vacation pay is not considered hours worked for overtime calculation.

~~5.4.~~ While on FMLA, employees must use available Vacation time after exhausting Sick Leave. However, Employees may reserve 40 hours of Vacation time from use while on FMLA, provided they have not used 40 hours of Vacation in the last rolling calendar year.

~~6.~~ Vacation pay will not accrue during an unpaid Leave of Absence, while receiving Worker's Compensation, and while receiving short- or long-term disability payments or other insurance payments. during an unpaid leave of absence, while receiving worker's compensation, short- or long-term disability payments, or other insurance payments.

~~5.~~ Employees who become ill or have other personal emergencies during a Vacation may not use Sick Leave or other compensable absence days (such as bereavement or jury duty leave) during a scheduled Vacation period and then request a restoration of the Vacation time to their accrued Vacation time bank.

~~6.~~ After Employees employees who have achieved their seven (7) year service anniversary - with UTA, (accrue at 136 hours or more per year) accrue 168 hours or more per year they may elect to sell back up to 40 hours of Vacation time per calendar year if 120 hours of accrued Vacation time remain available in the Vacation bank after the sell back.

~~7.~~

~~7.~~ Providing Provided that an employee does not owe the Authority UTA any money, an employee that terminates or retires from employment will be paid for all accrued, unused Vacation time. The Vacation accrual amount paid cannot exceed 360 hours.

~~2.~~ In the event an employee dies while still actively employed, UTA will pay out up to 360 hours of accrued, unused Vacation time calculated at the most recent base rate of pay on the employee's final paycheck.

~~8.~~

~~8.~~ Executive Schedule: Board Trustees, the Executive Director, and department Chief Officers, will receive an additional 7 days (56 hours) of allotted vacation days per year, not to exceed 30 days in total of vacation per year. This allotment will be deposited into

9. the executive's ~~V~~Vacation bank with the first paycheck of each year. Executives with a start date on or before July 1<sup>st</sup> will receive seven (7) allotted ~~v~~Vacation days. ~~For executives~~ with a start date after July 1<sup>st</sup> will receive 3.5 allotted ~~vacation~~ Vacation days. Executives may elect to sell back unlimited hours of Vacation time per calendar year if 120 hours of accrued Vacation time remains available in the Vacation bank after the sell back.

### **C. Holidays.**

~~C.~~ The following are paid Holidays:

|                           |                        |
|---------------------------|------------------------|
| New Year's Day            | Pioneer Day            |
| Martin Luther King Jr Day | Labor Day              |
| Presidents' Day           | Thanksgiving Day       |
| Memorial Day              | Day after Thanksgiving |
| Independence Day          | Christmas Day          |

1. Full-Time Administrative Employees will be paid eight (8) hours pay at their regular hourly rate for the ~~H~~holiday. Regular Part-Time Administrative Employees who are regularly scheduled to work 20 hours a week or less will receive (4) hours of ~~holiday~~ Holiday pay. Regular Part-Time Administrative Employees who are regularly scheduled to work more than 20 hours per week will receive (5) hours of ~~holiday~~ Holiday pay. ~~Temporary Part-Time Employees and Interns are not eligible for holiday~~ Holiday pay.

2. When a ~~holiday~~ Holiday falls within an employee's scheduled ~~vacation~~ Vacation, the employee will ~~th~~ receive Holiday pay rather than ~~vacation~~ Vacation pay for that day.

3. Employees must work their assigned shift on the last scheduled day before and the first scheduled day after the ~~holiday~~ Holiday, except when the employee is on ~~vacation~~ Vacation or using a Floating Holiday.

4. Employees who are requested to work on a ~~holiday~~ Holiday or have a business need to work will be paid as a normal day worked and in addition, will receive another day off with pay for ~~holiday~~ Holiday worked or will be paid for hours worked as approved by management. The day off in lieu of a ~~holiday~~ Holiday worked may be taken during the period of up to 10 days prior to the ~~holiday~~ Holiday, ~~but in no case later than~~ or up to 30 days after the holiday. Days off in lieu taken prior to the ~~holiday~~ Holiday will not be paid until the day has been worked. Full-Time ~~E~~mployees who work on a ~~holiday~~ Holiday and are unable to take a day off in lieu of the ~~holiday~~ Holiday must receive manager approval to receive both pay for hours worked and eight hours of ~~holiday~~ Holiday pay.

### **D. Floating Holidays.**

Eligible Full-Time and Part-Time Administrative Employees will be allowed two (2) Floating Holidays each payroll year. Full-Time Employees will receive two (2) eight-hour Floating Holidays ~~and~~, Part-Time Employees will receive two (2) four-hour Floating Holidays. Employees will choose the days they wish to use the Floating Holidays and provide at least twenty-four

(24) hour notice. The use of a Floating Holiday will be subject to approval by the employee's supervisor. If the Floating Holidays are not used during the ~~calendar payroll~~ year, they cannot be carried over into the next year. Eligible employees hired on or after January 1st but before July 1st will be entitled to two (2) Floating Holidays during the payroll year. Eligible employees hired on or after July 1st but before October 1st will be entitled to one (1) Floating Holiday



during that payroll year. Eligible employees hired after October 1st will not be entitled to Floating Holidays during that payroll year.

**E. Bereavement Leave.**

~~4. Administrative Full- and Part-time Time employees~~ Employees may use Bereavement Leave associated with the death of an Immediate or Extended Family member without the loss of pay. In the case of a death in the Immediate Family or Extended Family as listed below, employees will be allotted the following Bereavement Leave with pay for a maximum of three (3) working days per instance of death. Employees shall receive Bereavement Leave at the rate of their regularly scheduled hours per day.

1. Immediate Family Member: a maximum of five (5) working days per instance of death. For the purposes of Bereavement Leave, "Immediate Family Member" means a spouse, child (including step and foster), son/daughter in law, parent (including step and in law).

2. Extended Family Member: a maximum of five (5) working days per instance of death for an out-of-state death and a maximum of three (3) working days per instance of death for an in-state death. For the purposes of Bereavement Leave, "Extended Family Member" means a brother, sister, step brother/sister, grandparent and grandparent in law, grandchildren, brother/sister in law, grandparent, sibling (including step and in law), grandchild, and a child's spouse.

2.

#### **F. Court Attendance Leave.**

Administrative Employees are entitled to paid leave when required by a subpoena or at the request of ~~the Authority~~ UTA to provide testimony at a trial or deposition as to matters relating to their employment at ~~UTA the Authority~~. While on Court Attendance Leave, employees will be paid at their regular rate of pay, less any reimbursement received for such appearance.

#### **G. Jury-Duty Leave.**

Full- and ~~Part-Time~~ Administrative Employees will be granted leave as needed to perform Jury-duty services in any municipal, county, state, or federal court, or before an administrative tribunal. Employees will be paid at their regular rate of pay, less any reimbursement received by the employee for Jury Duty service.

#### **H. Military Leave.**

~~A Military Leave of Absence~~ will be granted ~~if an~~ for an employee's ~~is absence~~ to serve in the Uniformed Service of the United States for a period of up to five years (not including certain involuntary extensions of service). Employees will be reimbursed for the difference between the military rate of pay and their regular rate of pay up to a maximum period of six months each time the employee is called to active duty or required military training but no more than the actual number of days on active duty.

#### **I. Parental Leave.**

Parental ~~Leave~~ will be provided to Full-Time Administrative Employees who have completed 12 months of employment prior to the birth of a child or adoption of a child to care for and bond with a newborn or a newly adopted or newly placed child. Four (4) weeks of approved paid Parental Leave may be taken within the six-month period immediately following the birth, adoption, or placement of a child with the employee. Parental Leave may be used only once per child and Parental Leave shall run concurrently with any Family and Medical Leave (FML) the employee has available. An employee who is on an approved leave of absence will not be eligible for Parental Leave during their leave period

#### **J. Critical Incident Debriefing.**

Any employee who, while working, observes or is involved in an incident which involves serious injury or death will be required to go through critical incident debriefing. The employee will remain off work during the critical incident debriefing and will be paid at their regular rate

of pay. Pay received for critical incident debriefing is not considered hours worked for overtime calculation.

#### **K. Voting Leave.**

Voting Leave will be granted to an employee that requests a leave of absence to vote before election day and, as a result of their shift, does not have at least three hours off duty between the time polls open and close. UTA reserves the ability to specify the hours during which an employee may be absent, which will not exceed two hours. UTA will grant Voting Leave at the beginning or end of an employee's shift when requested. Voting Leave will be paid at the employee's normal rate of pay.

#### **L. Exhaustion of Benefits.**

Absences that occur when an employee does not have sufficient available Sick Leave or Vacation time will be considered unexcused absences unless the employee is approved for FML or another approved Leave of Absence. An employee will not receive pay during such absences.

#### **Family Medical Leave:**

Family Medical Leave (FML), will be granted to eligible employees in qualifying circumstances. Employees are eligible for FML when they have worked for UTA for at least 12 months, although it need not be consecutive; (2) worked at least 1,250 hours in the last 12 months; and (3) be employed at a worksite that has 50 or more employees within 75 miles. Qualifying circumstances for FML leave include:

the birth of a child and in order to care for that child (leave to be completed within one year of the child's birth);

the placement of a child with an employee for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);

to care for a spouse, child, or parent with a serious health condition;

to care for an employee's own serious health condition, which renders the employee unable to perform any of the essential functions of the employee's position; or

a qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

Eligible employees which have experienced one of the above qualifying events may take up to 12 weeks of unpaid FML leave in a 12 month period.

Eligible employees which have experienced the following qualifying event may take up to 26 weeks of unpaid FML leave in a 12 month period:

to care for a spouse, child, parent or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's

~~regulations (known as military caregiver leave).~~

~~While you are on FML leave, UTA will maintain your group health insurance coverage at the same level and under the same circumstances as when you were actively working. On returning from approved FMLA leave, you have the right to be restored to the same job or an equivalent position, subject to the terms, limitations, and exceptions provided by law.~~

~~If your need for FML leave is foreseeable, you must give UTA at least 30 days' prior written notice. If this is not possible, you must at least give notice as soon as practicable (within one to two business days of learning of your need for leave). Failure to provide this notice may be grounds for delaying FML protected leave, depending on the particular facts and circumstances.~~

~~FML leave will be coordinated with other paid and unpaid leave benefits for which an employee is eligible, as addressed above. FML leave will run concurrently with other paid and unpaid leave benefits, as addressed above.~~

#### **K.M. \_\_\_\_\_ Exceptions.**

Any exceptions or deviations from this policy require a written business case to be evaluated and approved by both the Chief People Officer as well as the department's Chief Officer.

The Board of Trustees will be notified of the exception, along with a summary of the business case, within five business days of the exception decision. ~~Exceptions or deviations applying to the the Executive Director or a Chief Officer will be approved by the Board of Trustees in a public meeting. Exceptions or deviations applying to the Board of Trustees will be approved by the Local Advisory Council in a public meeting.~~

**Policy Review.**

~~This policy will be reviewed annually as required in Utah Code Section 17B-1-802.~~

**4) Review.**

This policy should be reviewed annually as required by Utah Code Section 17B-1-802.

**4)5) Cross-References.**

- Corporate Policy 6.1.12 Leave of Absence
- Corporate Policy 6.7.1.2 Administrative Employee Work Week and Schedule
- Corporate Policy 6.5.4 Retirement
- Uniformed Services Employment and Reemployment Rights Act (USERRA) (38 U.S.C. 4301-4335)
- Review of personnel policies (UCA 17B-1-802)
- ~~The Public Distract Transit Act (UCA 17B-2a-808.1)~~
- Fair Labor Standards Act (FLSA)
- Family and Medical Leave Act (FMLA).

This UTA Policy was reviewed by UTA's Chief Officers on \_\_\_\_\_, approved by the Board of Trustees on \_\_\_\_\_ and approved by the Executive Director on \_\_\_\_\_. This policy takes effect on the latter date.

\_\_\_\_\_  
Ann Green-Barton, Chief People Officer Name, Title \_\_\_\_\_

\_\_\_\_\_  
Jay Fox

Accountable Executive

Executive Director

Approved as to form and content:

\_\_\_\_\_  
Counsel for the Authority

~~This UTA Policy was reviewed by UTA's Chief Officers on 10/06/2021, approved by the Board of Trustees~~

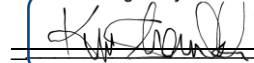
~~on \_\_\_\_\_ and approved by the Executive Director on 12/15/2021~~

~~12/15/2021~~

~~. This policy takes effect on \_\_\_\_\_~~

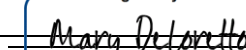
the latter date.

DocuSigned by:




\_\_\_\_\_  
Kim Shanklin, Chief People Officer  
Accountable Executive

DocuSigned by:



\_\_\_\_\_  
Mary DeLorretto  
Interim Executive Director

Approved as to form and content:

DocuSigned by:  
  
 \_\_\_\_\_  
 Counsel for the Authority

## History

| Date       | Action   | Owner                |
|------------|--|----------------------|
| 12/6/2005  | Revised - 1.030 Sick Leave Policy  | Chief People Officer |
| 12/20/2005 | Approved – 6.7.74 Sick Leave Corporate Policy<br>Supersedes - 1.030 Sick Leave Policy  | Chief People Officer |
| 1/11/2007  | Revised - 6.7.74 Sick Leave Corporate Policy   | Chief People Officer |
| 4/26/2011  | Revised – 6.7.7.4 Sick Leave – Administrative<br>Employees Corporate Policy  | Chief People Officer |
| 8/23/2011  | Revised – 6.7.7.4 Sick Leave – Administrative<br>Employees Corporate Policy  | Chief People Officer |
| 8/2/2016   | Revised – 6.7.7.4 Sick Leave – Administrative<br>Employees Corporate Policy  | Chief People Officer |
| 06/24/2021 | Rescinded Corporate Policies –<br>6.7.7.2 Administrative Employee Holidays.<br>6.7.7.3 Vacation - Administrative Employees.<br>6.7.7.4 Sick Leave – Administrative Employees<br>Corporate Policy | Chief People Officer |
| 06/24/2021 | Adopted – UTA.05.02 Paid Time Off –<br>Administrative Employees  | Chief People Officer |
| 06/23/2021 | Board Approved - UTA.05.02 Paid Time Off –<br>Administrative Employees   | Chief People Officer |
| 12/15/2021 | Revised – UTA.05.02 Paid Time Off –<br>Administrative Employees  | Chief People Officer |
| 12/15/2021 | Revision Board Approved – UTA.05.02 Paid<br>Time Off – Administrative Employees  | Chief People Officer |

|                   |                             |                             |
|-------------------|-----------------------------|-----------------------------|
| <u>XX/XX/2025</u> | <u>[Insert description]</u> | <u>Chief People Officer</u> |
|                   |                             |                             |

|                       |   |                                 |
|-----------------------|---|---------------------------------|
| <del>06/24/2021</del> | <del>Adopted — UTA.05.02 Paid Time Off —<br/>Administrative Employees</del>                 | <del>Chief People Officer</del> |
| <del>06/23/2021</del> | <del>Board Approved — UTA.05.02 Paid Time Off —<br/>Administrative Employees</del>          | <del>Chief People Officer</del> |
| <del>12/15/2021</del> | <del>Revised — UTA.05.02 Paid Time Off —<br/>Administrative Employees</del>                 | <del>Chief People Officer</del> |
| <del>12/15/2021</del> | <del>Revision Board Approved — UTA.05.02 Paid<br/>Time Off — Administrative Employees</del> | <del>Chief People Officer</del> |