

**Paid Time Off (PTO) for Eligible Staff**

**As of January 1, 2024**

<b>Birthday PTO</b>	Provided each January or at time of hire. Based on Calendar year; <b>expires Dec 31</b>	No carry over	Should be taken in month of birthday. No payout.	Staff in positions that are regularly scheduled to work at least 20 hours per week.
<b>Floating Holidays</b>	Provided each July or at time of hire; based on Fiscal year (July 1 – June 30) <b>expires June 30.</b>	No carry over Prorated for new hires depending on month hired. *	May be taken at any time with supervisor approval. Must be requested through the absence calendar in Workday.	Staff in positions that are regularly scheduled to work at least 20 hours per week.
<b>Health &amp; Wellness PTO</b>	Provided each January or at time of hire. Based on Calendar year; <b>expires Dec 31</b>	Eligible staff receive five (5) hours of Health & Wellness PTO per calendar year. No carry over.	May be taken at any time with supervisor approval. On campus wellness activities only. No payout.	Staff in positions that are regularly scheduled to work at least 30 hours per week.
<b>Sick Time PTO</b>	Provided at time of hire; based on Fiscal year (July 1 – June 30) <b>expires June 30</b>	Accrual is up to ten (10) working days per fiscal year. At the start of each fiscal year (July 1), accrued and unused Sick PTO from the prior fiscal year will carry over to the new fiscal year up to a maximum of 64.5 workdays.	Eligible Staff may request Sick PTO in 15-minute (0.25/hour) increments. No Payout.	Staff in positions that are regularly scheduled to work at least 30 hours per week.
<b>Catastrophic Injury / Illness PTO</b>			Eligible Staff may request up to four weeks of Catastrophic Injury/Illness PTO for absences necessitated by their own Catastrophic Injury/Illness that will require them to be absent from work for 10 consecutive days or longer for the purpose of maintaining their earnings.	Staff in positions that are regularly scheduled to work at least 30 hours per week and have been employed by the University for at least one year, have exhausted all other forms of accrued PTO, are not eligible for LTD, and have no history of discipline in connection with a PTO request.
<b>Vacation PTO</b>	Accruals begin at time of hire	Accrued and unused Vacation PTO from the prior fiscal year will carry over to the new fiscal year up to the maximum carryover amount, based on years of service.  <b>Vacation Payout:</b> Will be paid out up to 1-year accrual for vacation.  The vacation policy does not allow employees to take all of their vacation to extend employment or to take it at the end of employment.	Eligible Staff may request Vacation PTO in 15-minute (0.25/hour) increments. Vacation PTO is the only PTO eligible for payout upon resignation or retirement.	Staff in positions that are regularly scheduled to work at least 30 hours per week.

## Furman University Holidays for Staff

Staff have 17 University holidays each calendar year.

Effective January 1, 2024 a new floating holiday provision includes either 2 or 4 floating holidays, depending on hire date\*. Floating holidays may be used at any time throughout the year, including for participation in religious observances.

Three of these floating holidays replace days that had been gifted during past winter breaks. The floating holidays may be requested to extend that break.

### University Holidays are:

- Independence Day (July 4)
- Labor Day
- Day before Thanksgiving Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Winter Break (December 24 – January 1)
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- \* 2 Floating Holidays for staff hired between January 1 and June 30
- \* 4 Floating Holidays for staff hired between July 1 and December 31

Floating Holidays do not carry over into the next Fiscal year and **need to be taken between July 1 and June 30** each year.

Any paid time off (PTO) can be requested through the absence calendar in Workday, in advance of the requested day(s) off.

*All information provided here may be subject to change at any time.*