

## Paid Time Off (PTO) for Eligible Staff

Updated October 2025

<p><b>Bereavement PTO</b></p>	<p>Provided as needed for immediate family (spouse, domestic partner, grandparents, parents, siblings, children, mothers and fathers-in-law, and permanent members of immediate household).</p>	<p>Eligible staff may receive up to (3) days of paid bereavement leave per qualifying loss.  No carry over</p>	<p>Can be requested through the absence calendar in Workday by submitting a notice of death or obituary. No Payout.</p>	<p>Full time staff that are regularly scheduled to work 30 hours or more per week for at least 39 weeks per year</p>
<p><b>Birthday PTO</b></p>	<p>Provided each January or at time of hire. Based on calendar year; <b>expires Dec 31</b></p>	<p>No carry over</p>	<p>Must be taken in month of birthday. No payout.</p>	<p>Staff in positions that are regularly scheduled to work at least 20 hours per week.</p>
<p><b>Floating Holidays</b></p>	<p>Provided at time of hire; based on fiscal year (July 1 – June 30); <b>expires June 30</b>. Prorated depending on date of hire.</p>	<p>No carry over</p>	<p>May be taken at any time with supervisor approval. Can be requested through the absence calendar in Workday. No payout.</p>	<p>Staff in positions that are regularly scheduled to work at least 20 hours per week.</p>
<p><b>Health &amp; Wellness PTO</b></p>	<p>Provided each January or at time of hire. Based on calendar year; <b>expires Dec 31</b></p>	<p>Eligible staff receive five (5) hours of Health &amp; Wellness PTO per calendar year. No carry over.</p>	<p>May be taken at any time with supervisor approval. On campus wellness activities only. No payout.</p>	<p>Staff in positions that are regularly scheduled to work at least 30 hours per week.</p>
<p><b>Sick Time PTO</b></p>	<p>Accrual begins at time of hire; based on fiscal year (July 1 – June 30); <b>expires June 30</b></p>	<p>Accrual is at the rate of one (1) day for each month of service, 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.</p>	<p>Eligible staff may request sick PTO in 15-minute (0.25/hour) increments. No Payout.</p>	<p>Staff in positions that are regularly scheduled to work at least 30 hours per week for at least 39 weeks per year.</p>
<p><b>Vacation PTO</b></p>	<p>Accruals begin at time of hire; based on fiscal year (July 1 – June 30); <b>expires June 30</b></p>	<p>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.</p>	<p>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.  <b>Effective 1.1.26: Vacation Payout:</b> Will be paid out up to 1-year accrual for vacation with a max. payout of two weeks. 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. “Official retirement-eligible” retirees will receive a vacation payout equivalent to their unused balance, up to a <b>maximum of four weeks</b>.</p>	<p>Staff in positions that are regularly scheduled to work at least 30 hours per week for at least 39 weeks per year.  Vacation payout is available only to staff who have completed <b>two years of continuous service</b> prior to their termination date.</p>

## Furman University Holidays for Staff

Staff have 17 University holidays each calendar year.

Floating holidays may be used at any time throughout the year, including participation in religious observances.

### 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.*