

340.025 Paid-Time-Off (PTO)

Bd. Min. 9-7-22; Amended 1-1-24; [Amended 8-3-26, effective 1-1-27](#).

- A. **Purpose** – Paid Time Off (PTO) is a benefit program that allows eligible employees to use available time off with pay for any reason. Employees are encouraged to plan in advance of the need for time off and submit requests to supervisors for approval prior to being absent. Supervisors have the responsibility of approving or denying time away from work.
- B. **Eligibility** - Regular benefit-eligible administrative, service and support positions and certain non-regular academic employees as approved by the Chancellor and President.
- C. **Annual PTO for Employees other than MU Health Care Employees – The following rules apply to employees other than employees whose primary appointment is with University of Missouri Health Care.**

1. PTO is accrued weekly based on the employee's years of continuous benefit-eligible service as follows (based on 1.0FTE):
 - i. Hourly Paid, Nonexempt Employees
 - 0 – 5 years inclusive: 18 days
 - Over 5 years: 23 days
 - Over 15 years: 28 days
 - ii. Monthly Paid, Exempt Employees
 - 0 – 5 years inclusive: 23 days
 - Over 5 years: 28 days
 - iii. [Registered](#) Nurses accrue on the monthly, exempt schedule
2. Employees working on a basis of 75 percent - 99 percent full-time equivalence will accrue PTO time on a pro-rata basis.
3. PTO is available for use once it is accrued, subject to appropriate supervisory approval.
4. Employees shall be permitted to accumulate two times the allowed PTO earned each year.

D. Annual PTO for MU Health Care Employees – The following rules apply to employees whose primary appointment is with University of Missouri Health Care (MUHC employees)

1. PTO for MUHC employees is accrued weekly based on the employees' years of continuous benefit-eligible service as follows (based on 1.0FTE):
 - i. Hourly Paid, Nonexempt Employees
 - 0 – 5 years inclusive: 24 days
 - Over 5 years: 29 days

August 4, 2026

- Over 15 years: 34 days
- ii. Monthly Paid, Exempt Employees (including registered nurses)
 - 0 – 5 years inclusive: 29 days
 - Over 5 years: 34 days

2. Employees working on a basis of 75 percent - 99 percent full-time equivalence will accrue PTO time on a pro-rata basis.
3. PTO is available for use once it is accrued, subject to appropriate supervisory approval.
4. MUHC employees shall be permitted to accumulate 1.5 times the allowed PTO earned each year.

D.E. Cash-In Program – A cash-in program is authorized for non-exempt MU Health Care employees and other similar employees as designated by the President and Vice President of Human Resources, subject to program parameters as established by the President and Vice President of Human Resources.

E.F. Separation of Employment – Upon separation of employment from the University of Missouri System or an employment change to position not eligible for PTO, employees will receive payment of unused accumulated PTO, not to exceed 80 hours (based on 1.0FTE), provided that an employee discharged for willful gross violation of rules, misconduct or similar causes may not receive such payment. For employees working on a basis of 75 percent - 99 percent full-time equivalence, the 80-hour cap will be adjusted on a pro rata basis.

F.G. Effective date – The provisions of this CRR will be effective on or around January 1, 2024 as approved by the President and Vice President of Human Resources.