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[PAID TIME OFF \(PTO\)](#)

POLICY

Paid Time Off (PTO)

LAST

REVISED

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ON 12/

2024

This policy applies to: Regular full-time and part-time staff in clinical and associate career streams with leave plans C, D or F (*does not include hourly paid individuals in the professional and leadership career streams*) whose primary appointment is in divisions 40 (School of Medicine and Dentistry), 50 (Strong Memorial Hospital), 60 (School of Nursing), 90 (Health Sciences), 91 (Medical Faculty Group), and 92 (Eastman Institute for Oral Health).

Individuals represented by collective bargaining agreements receive benefits in accordance with those agreements.

Employees may reference their individual leave plans and career streams on the University **Career Path Modernization website** (<https://www.rochester.edu/human-resources/professional-success/career-path-modernization/job-structure/>).

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I. Policy

The intent of the PTO plan is to recognize an individual's need to have protected time away from work for the following reasons:

ABOUT THIS POLICY

Policy Number

340

Policy Group

Human Resources

Issuing Authority

Human Resources

Responsible Officer

Kathy Miner

Contact Information

kathy.miner@rochester.edu
(mailto:
kathy.miner@rochester.edu)

ADDITIONAL RESOURCES

**Chart: PTO Bank by
Standard Weekly Hours**
(https://www.rochester.edu/policies/wp-content/uploads/2021/01/PST_PTO_Bank_Chart1.pdf)

**Human Resources: Leave
and Disability**
(<https://www.rochester.edu/human-resources/benefits/leave-disability/>)

BOUNDLESS POSSIBILITY

Explore our 2030 Strategic Plan

(<https://www.rochester.edu>)



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Rochester, NY 14627**



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