

## 035 PERSONAL TIME OFF, HOLIDAYS & VACATIONS

### Personal Time Off:

The UPMC Jameson School of Radiography uses a Personal Time Off (PTO) system. During the student Radiographer's program, they are provided with a total of 56 hours of Personal Time off each year. ***Personal Time Off needs to be scheduled in advance preferably with a 7-day notice to the program faculty and the clinical site unless being used in case of an emergency or illness.*** This can be done via email but must include Rad Tech Program Coordinator, Clinical Education Coordinator-Radiology and Lead Clinical Preceptor in the communication. Hours must be used in blocks of two hours (2). Students not using all of their PTO during the first year may carry it over into their second year. **Students are cautioned to use this time carefully so that it is available when you really need it.**

Students also receive specified holidays off and school breaks as listed below.

### Holidays:

UPMC Jameson School of Radiography observes the following

1. New Year's Day
2. Martin Luther King Day
3. Memorial Day
4. The 4<sup>th</sup> of July
5. Labor Day
6. Thanksgiving
7. Christmas

If the student's clinical schedule would normally include a Saturday or Sunday that happens to be a designated holiday the student will be scheduled off that day.

If a designated holiday falls on a weekend and the student is not scheduled to work then a Saturday holiday will be observed the day before (Friday), and a Sunday holiday will be observed the day after (Monday) and the student will be scheduled off.

### Vacations/Breaks:

In addition to the above PTO and holidays, school breaks occur during the following periods.

1. Spring Break- approximately one week
2. Summer Break- first two weeks in July
3. Thanksgiving break-approximately one week
4. Christmas Break- approximately 2 weeks at the end of December and into early January

Any PTO time exceeding the set hours per year (56) must be made up during school breaks: This is so that a student will never have more than 40 hours per week of scheduled activity in the program. Students may not schedule time during a school break to "Bank" PTO hours. Make-up time is only for those who have exhausted their annual allotment. If class time is

missed above the 56 hours of PTO annually the student would have to make up that time in clinical.

The student breaks that may be used for make-up of excessive PTO are:

- Thanksgiving
- Christmas
- Spring
- Summer

Any absenteeism can influence your class or clinical grade. There are no makeup quizzes resulting in a 0% for any missed quiz. Also, excessive absenteeism (over the normal PTO hours earned or carried over within a school year) will result in a 1-percentage point grade reduction for each 2-hour increment from your final class or clinical grade depending on the courses missed. The total percentage reduction would be divided by the total courses missed that day. **(Example 1: Student missed 8 hours from a class day that had 6 classes. That would total 4 percentage points divided by 6 classes for a total of .67 % off each class missed that day. Example 2: Student missed 8 hours from a clinical day. That would total 4 percentage points divided by 1 for a total of 4% off of the clinical education course.)**

#### **In Case of an Emergency/Illness:**

***Students of this program are required to be present for all classes and scheduled clinical shifts.*** If a student must call for off for an emergency/illness, then the clinical site and instructor should be notified as soon as possible. The student should call the clinical site and must speak to an individual and may not leave a voice message, text or email. Students should make note of who they spoke with and the time. The student should then text or email Rad Tech Program Coordinator, Clinical Education Coordinator-Radiology and Lead Clinical Preceptor explaining the situation and include the time they called and the name of the person they called off to. The time missed will be subtracted from the student's personal time off bank. Hours must be used in blocks of two hours.

So that all students get experience on an off shift, each student will need to do the minimum number of full PM shifts on a Friday, Saturday or Sunday as listed in their graduation requirements. If personal time off occurs on one of these shifts, the students' schedule may be rearranged so that this requirement is still met. School breaks may be utilized for this purpose if needed and the makeup shift must take place before the beginning of the next semester.

The UPMC Jameson School of Radiography follows UPMC Employee Health Policies for communicable diseases that the student may come in contact with. The student may possibly be required by the program to be absent from class or clinical education depending on the nature of the problem.

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