

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.*** The student must call the appropriate clinical site and speak with a clinical instructor or technologist (if CI is unavailable) to have them add the requested PTO to the student schedule. Afterward the student needs to notify the program via email. The email must include the Program Director, Clinical Coordinator and Lead Clinical Preceptor. The email should include the technologist's name they spoke to, date, and time. The email should also include the date requested, time and amount of PTO. When taking a minimum of 2 hours it must be used. 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. Rev. Dr. Martin Luther King Day
3. Memorial Day
4. The 4th of July
5. Labor Day
6. Thanksgiving
7. Christmas

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 or weekly as schedules and staffing permit. Program approval must be obtained prior to makeup time. This is so that a student will never have more than 40 hours per week of scheduled activity in the program. Makeup time may not occur on an observed UPMC

holiday. Students may not schedule time during a school break to “Bank” PTO hours for future use under normal circumstances. 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 pop 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.)

Emergency/Illness/Tardies will still come out of this PTO bank. Please see the outlined policy for calling off for an emergency located in your attendance policy 036.

Revised May 2025