

Leave Accrual Sell Back Process & Procedure

This document provides information regarding all Sell Back programs by employee type for those employees eligible to sell hours. The following chart includes sellable hours, minimum balance that must be retained after payout, as well as request and payout dates. Also find below the request and payout procedures, as well as the step-by-step process for each time entry method. These programs allow employees to sell leave accruals to offer more flexibility between time off and pay. Hours sold are upon request only. It is the employee's responsibility to submit requests by appropriate deadlines, and to maintain any required minimum balance in leave banks.

Type of Employee	Sellable Hours	Minimum Balance <small>Do not include accrual of the month following payout</small>	Submission Dates	Sell Back Paid
Non-Bargained For (Exempt & Non-exempt), Service Employees (SEIU) <small>Excludes probationary period & those in ungraded pay zones</small>	Paid Time Off: 40 hours Once per year	Paid Time Off: 40 hours (prorated)	Recommended submission dates to your department for timely processing: Jan. 1-10 OR May 1-10 Policies and bargaining agreements may indicate a different date	Last check in January OR Last check in May
Nurses (UMPNC/MNA), Allied Health Professionals (UMMAP), Physician Assistants (UPAMM)	Paid Time Off: Unlimited Once per year	Paid Time Off: 40 hours (prorated)		
Service Maintenance (AFSCME)	Paid Time Off: 160 hours (prorated)	Paid Time Off: No minimum requirement		
Skilled Trades (TRADES)	Vacation: 20 hours	Vacation: No minimum	March 15	Second check in June
			Sept 15	Second check in December
	Sick: Unlimited (hours in excess of 160 are paid out by department)	Sick: 40 hours	Benefits Open Enrollment	Last check in January

Sell Back by Employee Type

Non-bargained for Exempt and Non-exempt staff on the PTO plan

UMHHC Policy 04-06-010 Paid Time Off (PTO) Program. [Paid Time Off Policy](#)

The Michigan Nurses Association & The U-M Michigan Professional Nurse Council (UMPNC/MNA)

[UMPNC/MNA Collective Bargaining Agreement](#), Article 29, Paragraph 333A

United Physicians Assistants of Michigan Medicine (UPAMM)

[UPAMM Collective Bargaining Agreement](#), Article 28., Section 6.

Service Employees International Union (SEIU)

[SEIU Collective Bargaining Agreement](#), Article 34, 5.

Service Maintenance (AFSCME)

[AFSCME Collective Bargaining Agreement](#), Article 25, Section F, Paragraph 25-21

Skilled Trades (Trades)

[Skilled Trades Collective Bargaining Agreement](#), Para. 23-6 (Sick sell back), Para. 23-29 (Vacation sell back-attendance incentive)

Request & Payout Procedures

1. Timekeeper/Supervisor makes request forms available to all eligible employees and may remind them of their option to request selling back prior to each applicable request period
2. Timekeeper/Supervisor collects sell back forms by designated deadlines and retains them in the department. **Requests must be submitted in same year as payout.**

*Note: If form contains a **PTO Donation from a Nurse covered by the UMPNC/MNA agreement**, fax a copy to Michigan Medicine HR-Payroll as soon as you receive it: 734-615-5822*

3. In each payout month:
 - a. Report number of sell back hours requested by each staff member into the Timesheet page in M-Pathways using the appropriate Time Reporting Code.

Code	Leave Plan Selling Back
PTB	PTO Sell Back
SSB	Sick Sell Back
VSB	Vacation Sell Back

- b. Reduce the number of hours to satisfy the balance requirement.
- c. Report hours so Sell Back is paid in the last paycheck of the payout month.

Reminders

- Do not include accrual for the month following payout when determining the amount of PTO or Vacation hours allowable for Sell Back, or when determining number of hours that must be saved in the PTO bank after the payout.
- Do not report more hours than allowed. This will reduce the remaining balance below what is allowed.
- Sell back hours will be included on the regular biweekly or monthly paycheck.
- Sell Back hours are taxed at the flat federal tax rate, plus state and FICA (Social Security and Medicare).
- Regular earnings are taxed separately at the employee's normal tax rate.

Process Step-by-Step by Time Entry Method

Self Service and Direct Entry Users

Timekeepers enter the total number of hours to sell back on a day where no other reported time exists by:

- a. On the Enter Time page, click "+" at the right of a row to add a new row
- b. Choose Time Reporting Code from the drop down
- c. Enter appropriate number of hours to be sold back
- d. Click the 'submit' button to save the transaction

Punch and WebClock Users

Supervisor/Timekeeper enters the total number of hours to sell back on a day where no other reported time exists by:

- a. Click "+" to add a new time entry row
- b. Choose Time Reporting Code from the drop down
- c. Enter appropriate number of hours to be sold back on a day where nothing else is reported
- d. Click the 'submit' button to save the transaction
- e. Approve time for that day

Interface File (ANSOS)

Timekeepers enter the total number of hours to sell back on a day where no other reported time exists **after** the interface file has loaded into M-Pathways:

- a. On the Enter Time page, click "+" at the right of a row to add a new row
- b. Choose Time Reporting Code from the drop down
- c. Enter appropriate number of hours to be sold back on a day where nothing else is reported
- d. Click the 'submit' button to save the transaction