



Paid Time Off FAQs – May 2025

Q: How much Paid Time Off (PTO) do I get each year?

A: PTO depends on how long you've worked here and whether you're full-time. Check the [Paid Time Off Details](#) document for specifics.

Q: What is the deadline to submit a PTO request?

A: You must enter your PTO request in [UKG](#) by the Monday after your time off. It's best to submit your request ahead of time – ask your manager how far in advance they prefer.

Q: When is my PTO reloaded?

A: CA Paid Sick Leave, Floating Holidays, and Bereavement reset on January 1 each year. Vacation hours build up each pay period and don't reset – they keep adding up until you reach the maximum accrual allowed (see [Paid Time Off Details](#)).

Q: Can I take unpaid time off and save my Vacation for a later date?

A: If you have the PTO hours available, you cannot take a weekday unpaid. Saturdays off, however, would typically be unpaid.

Q: How many paid hours can I request for each day?

A: A full day off is considered 8 hours of PTO. If you're only taking part of the day off, you can request PTO in full-hour increments.

Q: What can I use my Sick pay for?

A: You can use Sick pay for your own illness, taking care of a sick family member, going to a doctor's appointment, or taking a family member to a doctor's appointment. Sick pay can also be used during Bereavement. Sick pay can't be used for vacation or personal days.

Q: How many days do I get for Bereavement?

A: Full-time employees get up to 3 days (24 hours) of paid Bereavement leave each calendar year. If you need more time, you can take up to 5 days total (some unpaid) for each incident involving the death of a covered family member.

Q: What form do I fill out to request time off?

A: You don't need to submit a paper PTO request to HR anymore. Paid Time Off must be requested in [UKG](#). Be sure to keep talking with your manager about any time off – some departments may still have their own additional steps for scheduling.

Other Questions: Email brouwera@vmcmail.com