

Standard Practice Guide Policies

Part-Time Employment

201.39

Applies to: Regular Staff with the exception of those represented by a bargaining unit

I. DEFINITION

Part-time employment is defined as employment of fewer than forty (40) hours per week (100% effort). Hospital and health center staff may require 50% appointment.

II. REGULATIONS

- A. A part-time employee must work twenty (20) hours or more per week (50% or greater effort) to be eligible for participation in many of the benefits available to the employee in his or her benefit participation group.
- B. A work schedule of fewer than twenty (20) hours per week (less than a 50% effort) will affect an employee's ability to retire with benefits.
- C. Part-time employees regularly scheduled to work eight (8) or more hours per week (20% effort or more) are eligible for time away from work with pay consistent with applicable University policies (sick, paid maternity (childbirth) leave, paid parental leave, vacation, holiday, PTO, and season days). Hospital and health center staff may require at least a 50% appointment to access these plans.

III. RESOURCES

Employees contemplating working fewer than twenty (20) hours per week (less than a 50% effort) should contact the Shared Services Center at 734 615-2000 or sharedservices@umich.edu (mailto:sharedservices@umich.edu) to discuss the impact on the employee's eligibility for benefits, and the employee's ability to retire with benefits.

Notes

December 2022: updated to include links to information about benefits, eligible years of service toward retirement, and paid sick time eligibility for part-time regular staff who do not have access to short-term sick time.

Notes This SPG was revised Sept. 1, 2018 to include the newly created paid maternity and paid parental leaves.

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Related Links:

Years of Service (<https://hr.umich.edu/benefits-wellness/retiring-u-m/retirement-eligibility/years-service>)

Other Paid Sick Time (Temps and Part-Time Staff) (<https://hr.umich.edu/working-u-m/my-employment/staff-handbook/absence-work>)

Shared Services Center (<https://ssc.umich.edu/human-resources/benefits/>)

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