

035 PERSONAL TIME OFF, HOLIDAYS & VACATIONS

The UPMC Jameson School of Radiography uses a PTO (personal time off) system. During the student Radiographer's program, they are provided with a total of **56 hours** of Personal Time off (PTO hours) each year. Students also receive specified holidays off and school breaks as listed below. Students not using all of their PTO during the first year may carry it over into their second year. PTO should be scheduled in advance with school faculty unless being utilized for emergency situations. **Hours must be used in blocks of two hours (2)**. In case of an emergency students must notify the instructor if missing class. If the student would be missing clinical, the clinical site and lead clinical instructor should be notified at least one- half hour prior to the start of clinical. **Students are cautioned to use this time carefully so that it is available when you really need it.**

UPMC Jameson School of Radiography observes the following

1. New Year's Day
2. Martin Luther King Day
3. Memorial Day
4. The 4th 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 (that the student is not scheduled to work) if it is a Saturday holiday then it will be observed the day before (Friday), if it is a Sunday holiday then it will be observed the day after (Monday) and the student will be scheduled off.

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

- Thanksgiving
- Christmas
- Spring
- Summer (including after graduation date)

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 (normal PTO hours earned or carried over within a school year) can result in a 3-percentage point reduction off your final grade in class or clinical for each 2-hour increment. *-Revised November 2020*