THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	**Number:**	201.39
		Revised:	7/1/05
SUBJECT:	Part-Time Employment	**Date Issued:**	
		Review Date:	7/1/09
		Attachment(s)	0
APPLIES TO:	Regular Staff with the exception of those represented by a bargaining unit		
ISSUED BY:	Human Resources and Affirmative Action and the Provost and Executive Vice President for Academic Affairs		

I. DEFINITION

Part-time employment is defined as employment of fewer than forty (40) hours per week (100% effort).

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, vacation, holiday, PTO, and season days).

III. RESOURCES

Employees contemplating working fewer than twenty (20) hours per week (less than a 50% effort) should contact the Benefits Office to discuss the impact on the employee's eligibility for benefits, and the employee's ability to retire with benefits. The Benefits Office can be reached at 734-615-2000 or toll free at 1-866-647-7657.