

Office of Clinical and Support Services

Part-Time OT and PT Health and Welfare Benefits

Time Keeping Information for Part-Time OT and PT Staff that are Working 3 Days a Week. In order for part time OT and PT staff to earn health and welfare benefits they must work for 21.5 hours weekly. The 21.5 hours includes the unpaid 30 minute lunch period that is required to be taken by all staff. Staff working 3 days must work 7 hours and 10 minutes, which includes which includes the 30 minutes per day for lunch which is unpaid. Staff working 4 days a week will accrue the required number of hours for benefits. Staff working less than 21.5 hours a week with included the unpaid lunch periods are not entitled to benefits. For example: staff only working 1 or 2 days per week.

Contract Nina Young, PT Supervisor or Katherine Deats, OT Supervisor for additional information.