



THE RESEARCH FOUNDATION

The State University of New York

March 28, 2006

To: Research Foundation Employees
From: Post Awards Grant Administration Office
Subject: Summary of Paid Time Off

VACATION

- After completion of 6 months of employment, you are credited with vacation accruals from the date of hire and may begin using them with advance notice and supervisor's approval.
- Part-time exempt and nonexempt employees are credited with vacation leave on a prorated basis.
- Employees may accrue more than 40 days during the calendar year. However, carry over from calendar year to calendar year is capped at 40 days.
- A maximum of 30 vacation days will be paid upon
 1. Termination; or
 2. Reassignment to a non-accruing position where PTO can not be used; or
 3. Transfer between locations (unless employee requests to keep balance)

Payments are made within 30 days of termination

Exempt Employees

Full-time employees accrue vacation leave biweekly during your employment. Eligible exempt employees must be in pay status (working or on paid leave) for 50% or more work days within the past pay period to accrue vacation leave for that period.

Part-time employees accrue vacation leave on a prorated basis according to your FTE. For example, if employed at .75 FTE, an employee will accrue at 75% of the full-time rate based on length of service.

Months of Service	Biweekly Accrual Rate
0-24	.615
25-36	.654
37-72	.731
73-84	.808
85+	.846

Nonexempt Employees

Full-time employees accrue vacation leave as indicated in the table below.

Part-time employees accrue vacation leave on a prorated basis according to your FTE. For example, if employed at .75 FTE, an employee will accrue at 75% of the full-time rate based on length of service.

Years of Service	Hours Accrued Per Pay Period (37.5 Hour Workweek)	Hours Accrued Per Pay Period (40 Hour Workweek)
Less than 7	3.75 hours (1/2 day)	4.00 hours (1/2 day)
Seven (7) or more	5.75 hours	6.15 hours

Additional leave is credited to the employee's Continuous Service Date (CSD) as indicated in the following table:

Months of Service Completed	Additional Leave Credits
12	1 day
24	2 day
36	3 day

48	4 day
60	5 day
72	6 day
84	7 day
More than 84	Additional leave is no longer credited

SICK

- Sick leave begins to accrue the first pay period that you work the majority of the pay period.
- Available for use immediately.
- You may charge up to fifteen (15) days accrued sick leave per calendar year for a death or illness of an immediate family member. Immediate family is defined as parent, child, spouse, sibling, parent-in-law, grandparent, grandchild or any person with whom you make your home.
- If you are absent on sick leave for five (5) or more consecutive workdays, you are required to produce a return to work form filled out by a physician before returning to work.
- You may accrue more than 200 days during the calendar year. However, carry over from calendar year to calendar year is capped at 200 days.
- No payment is made for unused sick leave upon termination.
- Retirement contribution based on sick leave is made for you if you qualify for retiree health benefits.
 1. Contributions made up to a maximum of the full-time equivalent of 200 sick days.

Exempt Employees

Full-time employees accrue sick leave biweekly during their employment.

Part-time employees accrue sick leave on a prorated basis according to their FTE. For example, if employed at .75 FTE, an employee will accrue at 75% of the full-time rate based on length of service.

Months of Service	Biweekly Accrual Rate
0-24	.577
25-36	.615
37-72	.692
73-84	.769
85+	.808

Nonexempt Employees

Full-time employees accrue sick leave as indicated in the table below.

Part-time employees accrue sick leave on a prorated basis according to their FTE. For example, if employed at .75 FTE, an employee will accrue at 75% of the full-time rate based on length of service.

Length of Workweek	Accrual Per Pay Period
37.5 hours	3.75 hours (1/2 day)
40 hours	4.00 hours (1/2 day)

PERSONAL

- Non-exempt employees, salaried employees and minimum of .50 FTE are eligible for personal leave.
- Exempt employees are not eligible for personal or compensatory leave.
- Personal leave is credited on the date of hire and available for immediate use.
- Full-time non-exempt employees accrue 5 personal days on your day of hire and each subsequent anniversary of your continuous service date. Part-time employees accrue on a prorated basis.
- Unused personal leave from the previous anniversary year may not be carried over.
- No payment is made of unused personal leave upon termination.

HOLIDAY

- Full time employees receive leave for all holidays.
- Part-time employees receive holiday leave for holidays that fall on a day they are regularly scheduled to work or weekend floating holidays.
 1. Employee must be scheduled to work on weekday floating holidays in order to receive leave
- 12 recognized RF Holidays
 1. New Year's Day
 2. Martin Luther King Day
 3. Lincoln's Birthday
 4. Washington's Birthday
 5. Memorial Day
 6. Independence Day
 7. Labor Day
 8. Columbus Day
 9. Election Day
 10. Veteran's Day
 11. Thanksgiving Day
 12. Christmas Day
- No payment of unused holiday time upon termination.