

Classified Service

	37 ½ work week				40 work week			
	Hours/ Pay Period				Hours/ Pay period			
CSEA 02, 03, 04 Administrative Operational Institutional		Years of Service	Vacation	Sick		Years of Service	Vacation	Sick
	Full Time	1-6	3.75	3.75	Full Time	1-6	4.00	4.00
		7+	5.75	3.75		7+	6.15	4.00
			*13 PP wait				*13 PP wait	
	Part time (annual salaried)	FTE X Accrual Rate			Part time (annual salaried)	FTE X Accrual Rate		
Personal Time: 37.5 or 40hrs (5 days) on anniversary date beginning with start date Not cumulative, unused time is dropped on anniversary date, and new refreshed amount is added								
PEF 05		Years of Service	Vacation	Sick		Years of Service	Vacation	Sick
	Full Time	1-6	3.75	3.75	Full Time	1-6	4.00	4.00
		7+	5.75	3.75		7+	6.15	4.00
			*13 PP wait				*13 PP wait	
	Part Time (annual Salaried)	FTE X Accrual Rate			Part Time (annual Salaried)	FTE X Accrual Rate		
Personal Time: 37.5 or 40hrs (5 days) on anniversary date beginning with start date Not cumulative, unused time is dropped on anniversary date, and new refreshed amount is added								
Vacation Max : 300hrs by April 1 st Sick Max: 1500hrs cannot exceed					Vacation Max: 320hrs by April 1 st Sick Max: 1600hrs cannot exceed			

FT annual salaried employees and those part time annual salaried employees working a fixed number of hours five days per week are eligible to earn sick leave

Those compensated on a per diem or hourly basis must have a regular work schedule of at least 3.75 hours per day five days per week and complete a “qualifying” service of 19 pay periods without a break of more than one complete pay period before being eligible to earn sick leave.

Must be in full pay status for 7 of 10 working days to accrue each pay period

*Employees paid on an annual salary basis are eligible to earn vacation upon completion of a cumulative total of 13 pay periods of service on a qualifying schedule without a break of more than one year

	37 ½ work week				40 work week			
	Hours/ Pay Period				Hours/ Pay period			
PBANYS 31 UPO1 UPO2		Years of Service	Vacation	Sick		Years of Service	Vacation	Sick
	Full Time	1-6	3.75	3.75	Full Time	1-6	4.00	4.00
		7+	5.75	3.75		7+	6.15	4.00
			*13 PP wait				*13 PP wait	
Part time (annual salaried)	See Below			Part time (annual salaried)	See below			
NYSCOPBA 21 CPSO		Years of Service	Vacation	Sick		Years of Service	Vacation	Sick
	Full Time	1-6	3.75	3.75	Full Time	1-6	4.00	4.00
		7+	5.75	3.75		7+	6.15	4.00
			*13 PP wait				*13 PP wait	
Part Time (annual Salaried)	FTE X Accrual Rate			Part Time (annual Salaried)	FTE X Accrual Rate			
	Personal Time: 37.5 or 40hrs (5 days) on anniversary date beginning with start date Not cumulative, unused time is dropped on anniversary date, and new refreshed amount is added							
	Vacation Max : 300hrs by October 1 st Sick Max: 1687.50 cannot exceed				Vacation Max: 320hrs by October 1 st Sick Max: 1800hrs cannot exceed			

**Part Time Vacation/Sick Calculation (part time rate is rounded to the nearest quarter rate below)

7 years or less = 7.5 * FTE = Hrs in Day * 13 = Hrs per year / 26 = Bi- weekly accrual
 = 8.0 * FTE = Hrs in Day * 13 = Hrs per year / 26 = Bi- weekly accrual

Over 7 years = 7.5 * FTE = Hrs in Day * 20 = Hrs per year / 26 = Bi- weekly accrual
 = 8.0 * FTE = Hrs in Day * 20 = Hrs per year / 26 = Bi- weekly accrual

Must be in full pay status for 7 of 10 working days to accrue each pay period

*Employees paid on an annual salary basis are eligible to earn vacation upon completion of a cumulative total of 13 pay periods of service on a qualifying schedule without a break of more than one year