

Unclassified Service

	Full Time 100%		Part Time < 100%		
	SICK ONLY		SICK ONLY		
UUP Faculty 08	Years of Service	Accruals (days/Mo)	# Courses	Accruals (days/Mo)	Examples of Faculty Titles Assoc Prof, Asst Prof, Professor, Visiting Asst Prof, Visiting Prof, Adjunct, Lect 10
	0-1	1.25	1	.25	
	2	1.33	2	.50	
	3 to 5	1.50	3 or more	1.00	
	6	1.66			
	7 and over	1.75			
	SICK & VACATION		SICK & VACATION Part Time < 100% hired prior to 7/1/18		
Professionals & Non-Teaching Faculty 08	Years of Service	Accruals (days/Mo)	Salary as of 7/1/2020	Accruals (days/Mo)	All other titles including Student Teaching Supervisors, Coaches, and Librarians
	0-1	1.25	Up to \$14,914	.25	
	2	1.33	\$14,915-\$22,503	.50	
	3 to 5	1.50	\$22,504 - \$30,088	1.00	
	6	1.66	\$30,089 or higher	1.25	
	7 and over	1.75			
				SICK & VACATION Part Time < 100% hired AFTER 7/1/18	
			FTE	Accruals (days/Mo)	
			.20 to < .40	.25	
			.40 to < .60	.50	
			.60 to < .80	1.00	
		.80 to < 1.00	1.25		
	Personal Time: DO NOT RECEIVE				
	Vacation Max : 40 days by January 1 st Sick Max: 200 days cannot exceed		FT Employees earn 1 bonus day on January 2nd		

NOTE: In the above chart, Years of Service 0, 1 apply to the first 12 months of service. At the beginning of the second year of service (Years of Service 2, 13 through 24 months of service) the accrual rate increases to 1.33 days per month. Those paid on a FEE pay basis are not eligible to accrue

Eligible employees accrue sick leave for each month of their professional obligation, provided that they are in full-pay status for the month or major portion thereof. Under the current academic year calendar, sick leave is not earned during the months of June, July or August.

	Days per Month					
MC 13		Vacation			Sick	
	Full Time	0 and Up	1.75	0 and Up	1.75	
	Part Time (annual Salaried)	FTE X Accrual Rate				
	Personal Time: DO NOT RECEIVE					
	Vacation Max : 40 Days by January 1 st			Employees earn 1 bonus day on January 2nd		
	Sick Max: 200 Days cannot exceed					

Note: Eligible employees accrue leave for each month, provided that they are in full-pay status for the month or major portion thereof

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			
ALES 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