

Paid Time Off and Accrual Administration Handbook

The Research Foundation for SUNY

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Exempt Status and FMLA20

Introduction

Purpose

This Paid Time Off and Accrual Administration Handbook is a comprehensive document designed to serve as the paid time off administration policies for the Research Foundation for SUNY (RF). The information provided outlines procedures, guidance, and requirements for the various types of paid time off (PTO) plans available to Research Foundation employees.

Audience

This handbook is intended to be used by RF administrators who are responsible for administering paid time off.

Overview

The RF allows eligible employees to earn vacation, sick, holiday, parental, personal, and student sick PTO accruals to use when they are absent from scheduled workdays. The purpose of PTO is to provide from income while they are not at work. Additionally, the RF provides paid or unpaid leave to eligible employees, as outlined in the [Leave and Income Replacement Administration Handbook](#).

To ensure efficient, fair, and consistent administration, the RF has established policies, procedures, and guidelines to address a variety of issues when employees are absent from scheduled workdays.

General Requirements

Generally, employees requesting PTO must:

- request in advance from their manager when possible
- abide by requirements for using paid time off, as outlined in this handbook

Managers may not unreasonably withhold use of PTO.

Types of Paid Time Off

The RF authorizes the following types of paid time off (PTO):

- PTO holiday
- PTO vacation
- PTO sick
- PTO personal
- PTO parental
- PTO student sick

The information contained in this handbook is not a contract and does not alter the at-will employment relationship. The RF reserves the right to add, supplement, modify or abolish any personnel policies or handbooks without notice and in its sole discretion. When applying the policies and procedures to employees covered under a Collective Bargaining Agreement (“CBA”), you should also refer to the CBA applicable to the employee’s job title and work location for additional terms and conditions of employment.

Paid Time Off (PTO) Accruals

Accrual Rates and Carry Over

The following chart outlines the RF Paid Time Off Plan which applies, based on the PTO eligibility criteria outlined in this handbook:

Paid Time Off Plan	Eligibility & Accrual Information
Series I	Salaried employees appointed at .5 FTE or more holding positions in the Research Technical Support and Service, Research/Clinical Investigator, Project/Program Administration title series and The Administration, Technical and Office Management Salary Structure (Salary Grades E.1 through E.99 and N/E.1 through N/E. 99) accrue vacation, sick and parental PTO. This series excludes the following titles: Research Project Assistant, Project Instructional Assistant and Camp Counselor – Student.
Series II	Salaried employees appointed at .5 FTE or more holding positions in the Clerical and Office Support, Technical and Research Specialists Salary Structure (Salary Grades N.1 through N.12) accrue vacation, sick and parental PTO. This series excludes the following titles: Research Aide and Senior Research Aide.
Series III	Salaried employees appointed at less than .5 FTE positions in the Research Technical Support and Service, Research/Clinical Investigator, Project/Program Administration title series and The Administration, Technical and Office Management Salary Structure (Salary Grades E.1 through E.99 and N/E.1 through N/E. 99) accrue sick PTO. This series excludes the following titles: Research Project Assistant, Project Instructional Assistant and Camp Counselor – Student.
Series IV	Hourly employees with a regular work schedule and salaried employees appointed at less than .5 FTE holding positions in the Clerical and Office Support, Technical and Research Specialists Salary Structure (Salary Grades N.1 through N.12) accrue sick PTO. This series excludes the following titles: Research Aide and Senior Research Aide.
Series V	Student employees in the Research Project Assistant, Project Instructional Assistant, Research Aide, Senior Research Aide, or Camp Counselor – Student titles accrue PTO Student Sick.

Eligible employees must be in pay status (ex., working, using accruals, or on leave paid from RF) for 50% or more workdays within the pay period to accrue vacation, sick, parental, and/or student sick PTO for that period.

Eligible employees accrue PTO vacation, parental, and personal if the employee has an FTE of at least .5. The accrual rates are prorated based on employee's FTE.

Employees carry over PTO balances from calendar year to calendar year according to the schedules outlined in the charts above.

For specific eligibility for each type of PTO, see the corresponding sections below.

Recognition of SUNY Service

SUNY service will be recognized in establishing accruals rates for PTO vacation and sick, as well as determining if a break in service has occurred. For more information, see the *Break-in-Service* section of this handbook.

Charging PTO

An employee may not charge PTO unless it has already been accrued. An exception to this policy will be made if an exempt employee must be advanced accruals to maintain exempt status.

For more information, refer to *Exempt Status Guidelines* section of this handbook.

Exempt Employees

Exempt employees must charge PTO in quarter-day increments of .25 FTE. The only exception is when an exempt employee is in Paid Leave status during an approved period of leave and may charge PTO in other increments.

Nonexempt Employees

Nonexempt employees must charge PTO in quarter hour (15 minute) increments.

Exceptions to this may occur when employees use paid time off during an approved leave of absence under FMLA or NYS Paid Family Leave, or when supplementing income replacement under short-term disability or workers' compensation. For more information, refer to the [Leave and Income Replacement Administration Handbook](#).

Recording PTO

Operating locations must have a system in place for employees to record use of PTO accruals and other types of time away from work. This system will be used for auditing, and control of, time away from work and PTO records. The RF E-Time Reporting and Oracle systems are compliant with the audit and control requirements at the RF.

The operating location's office responsible for the maintenance of PTO accrual balances must update accruals within 30 days of receipt of time reports.

Multiple Locations Guidelines

If an employee has appointments at multiple locations, the offices responsible for RF Human Resources at each location must work cooperatively to ensure that the accruals are accurately maintained.

Monitoring

For locations using the Oracle Business System, managers can access employee PTO balances in Self-Service applications, as outlined in the [E-Time Reporting Guide for Supervisors](#), and should regularly monitor the PTO balances of their staff.

If Oracle applications are not used to track PTO, the office responsible for RF Human Resources should regularly inform managers regarding employees' unused PTO accrual balances.

Oracle System PTO Processes

For information on the Oracle PTO System Processes, please refer to the [HR Administrator Guide](#) and the [Paid Time Off: Oracle and System Processes](#).

Extraordinary Circumstances

In order to ensure consistent administration of paid time off at all operating locations, extraordinary circumstances regarding issues that are not addressed in this handbook should be referred to the RF Central Office of Human Resources, HRA@rfsuny.org.

Paid Time Off: Holiday

Eligibility

Employees with a regular work schedule on file are eligible to receive PTO Holiday. Employees assigned to the following student title(s) are not eligible to receive holiday PTO:

- Research Project Assistant
- Project Instructional Assistant
- Research Aide
- Senior Research Aide
- Camp Counselor – Student

Holiday Schedule

The following holidays are legal holidays currently observed by the RF:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- Juneteenth Holiday
- Independence Day
- Labor Day
- Indigenous Peoples Day
- Election Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

Operating locations should follow the campus holiday schedule as to which holidays are floating, and which are designated.

Managers should advise employees as to the appropriate holiday schedule.

Designated Holidays: A holiday is designated when the location is closed on a holiday.

Floating Holidays: A holiday is floating when the location remains open on a holiday.

Employees working outside the US may follow the local holiday schedule in that country up to 13 calendar days per year.

Employees working in a primary or secondary school may follow the school holiday schedule up to 13 calendar days per year.

Crediting PTO Holiday

An employee who is required to work on a holiday will be granted equivalent PTO Holiday.

Full-Time Employees

A full-time employee will receive PTO Holiday for all holidays, regardless of whether the employee is scheduled to work that day or not. The maximum PTO Holiday credited will be 1 day for exempt employees or 7.5 hours for a 37.5-hour work week schedule, or 8 hours for a 40-hour work week schedule for nonexempt employees. Employees who are scheduled for more than 8 hours on a holiday receive no more than 8 hours of PTO Holiday based on their standard work week.

Part-Time Employees

Part-time employees must have a work schedule on file with the office responsible for RF Human Resources in order to be eligible for holiday accruals.

A part-time employee receives PTO Holiday for only those holidays that fall on a day that the employee is regularly scheduled to work. A part-time employee's work schedule should not be changed prior to a RF holiday for the purpose of preventing or enabling the employee to earn holiday accruals. The amount of time that will be credited will be based on the number of hours the employee is scheduled to work that day, up to 1 day for exempt employees and 7.5 or 8 hours for nonexempt employees, based on their standard work week. Exempt employees will receive credit rounded to the nearest quarter day (ex. if a 37.5 work week employee is scheduled to work 6 hours, they will receive .75 of a day.) Nonexempt employees will receive credit rounded to the nearest quarter hour.

Holidays that Fall on a Saturday or Sunday

A holiday that falls on a Saturday is generally treated as a floating holiday and will be credited to part-time employees based on their FTE. A holiday that falls on a Sunday may be a floating holiday or the Monday after may be a designated holiday. If the holiday is floating, it will be credited to part-time employees based on their FTE. If the Monday after is a designated holiday,

then part-time employees are credited based on their work schedule for that day.

Example: An employee with a regular work schedule, working a ½ day (4 hours) on Monday, Tuesday, and Wednesday. On Thursday the employee works a full day (8 hours) and is off Friday. The employee would be credited for holiday in the following manner:

If a designated or floating holiday falls on:

- **Monday, Tuesday, or Wednesday** - the employee is paid or credited ½ day or 4 hours.
- **Thursday** - the employee is paid for the day or credited 1 day or 8 hours.
- **Friday** – the employee does not receive pay for this day and is not credited with holiday time.
- **Saturday or Sunday and is *designated a floating holiday*** - the employee will receive ½ day or 4 hours based on FTE. FTE is calculated by totaling the number of hours scheduled to work divided by the standard work week hours. In this case 20 hours worked / 40 hours standard workweek = .50 FTE.
- **Sunday and the following Monday is the designated holiday** - the employee will receive pay for 4 hours, the hours normally scheduled to work on Monday.

Please see the [Paid Time Off: Oracle and System Process](#) for information on how the Oracle system credits PTO Holiday for each RF operating location.

Floating Holidays

Employees planning to be off on a floating holiday generally must request in advance from their manager and charge PTO Holiday. Employees who are out on a floating holiday due to their own illness or injury may charge sick accruals. Substantiating documentation may be required.

Requesting PTO Holiday

Employees may request to use PTO Holiday as soon as it is credited. Employees generally must request time in advance from their manager.

Use

Employees should be encouraged to use accrued PTO holiday within a reasonable period of time (ex. within 1 calendar year).

Employees absent from work on a designated holiday use PTO Holiday based on their work schedule for the day up to one full day. As noted above, employees scheduled to work more than 7.5 or 8 hours will need to charge the excess time to appropriate PTO.

Example: an employee on a 40-hour work week is scheduled to work 10 hours on a designated holiday.

- A non-exempt employee will use holiday up to 7.5 or 8 hours (based on standard work week) and must charge the remaining 2.5 or 2 hours to appropriate accrued PTO balances (ex. accrued holiday, vacation or personal)
- An exempt employee will use holiday up to 1 day and must charge the remaining .25 day to appropriate accrued PTO balances (ex. accrued holiday or vacation).

Paid Time Off: Vacation

Eligibility

Salaried employees appointed at a minimum of .5 full time equivalent (FTE) are eligible to accrue PTO Vacation unless they are:

- Within the first six months of their date of hire. (Eligible employees will be credited with vacation accruals, based on their FTE and rate, from their date of hire, upon completion of six months service.)
- Appointed for the summer only.
- Assigned a student title(s): Research Project Assistant, Project Instructional Assistant, Research Aide, Senior Research Aide, or Camp Counselor – Student.

- Employees who by nature of their work assignment are in positions designated as non-accruing in accordance with RF guidelines; including employees whose work schedule corresponds to a primary or secondary school schedule.

Prior SUNY service is recognized when establishing vacation accrual rates if the employee is appointed to the RF within 15 days of separation from SUNY. For more information, refer to the *SUNY Service* section of this handbook.

Use

The RF recommends that each eligible employee be encouraged to take vacation accruals for rest and relaxation during the year if PTO Vacation has been accrued and is available.

Requesting PTO Vacation

Employees may request to use PTO Vacation as soon as it is credited. Employees generally must request time in advance from their manager.

Paid Time Off: Personal

Eligibility

Salaried employees who are appointed to a minimum of .5 FTE and hold positions in the Clerical and Office Support, Technical and Research Specialists Salary Structure ([Salary Grades N.1 through N.12](#)) are eligible for PTO Personal as outlined in the [Paid Time Off Plan – Series II chart](#) unless they are:

- appointed for the summer only,
- assigned a student title(s): Research Aide or Senior Research Aide, or
- employees who by nature of their work assignment are in positions designated as non-accruing in accordance with RF guidelines; that is, employees whose work schedule corresponds to a primary or secondary school schedule.

Requesting PTO Personal

Whenever possible, employees must request the use of personal accruals in advance.

Use

PTO Personal is credited on the date of hire and is available for immediate use. Employees eligible for PTO Personal should use this time for absences due to pressing personal business that cannot be taken care of other than during normal working hours, and for other similar circumstances, such as personal appointments, banking, and meetings with attorneys. The RF does not require an employee to provide a reason for use of personal accruals.

Crediting

PTO Personal is credited to employees on the anniversary date of their eligible RF appointment, based on their FTE.

- Should an employee be on a temporary reduced effort (ex. paid leave), a manual adjustment should be made to provide the full PTO Personal balance, on their anniversary date.
- Should an employee be in an unpaid leave status on their anniversary date, a manual adjustment should be made to credit the full PTO Personal balance upon their return.

Paid Time Off: Sick

Eligibility

Employees are eligible to accrue PTO Sick as of their first day of employment, unless they are:

- assigned a student title(s): Research Project Assistant, Project Instructional Assistant, Research Aide, Senior Research Aide, or Camp Counselor – Student; or.
- assigned to an extra service appointment.

Use

PTO Sick may be used when an employee is absent from work due to:

- an employee's mental or physical illness, injury, or health condition;
- for the diagnosis, care or treatment of an employee's mental or physical illness, injury or health condition; or
- an employee's need for medical diagnosis or preventative care.

Prior SUNY service is recognized when establishing PTO Sick accrual rates if the employee is appointed to the RF within 15 days of separation from SUNY. For more information, refer to the *SUNY Service* section of this handbook.

PTO Sick is available for use upon accrual.

Other Reasons PTO Sick May Be Taken

Bereavement and Family Illness.

An employee may charge up to a total of thirty (30) days accrued PTO Sick per calendar year due to:

- death of a family member (as defined below)
- care for a family member (as defined below) with a mental or physical illness, injury or health condition
- a family member's (as defined below) need for preventative care, or the diagnosis, care or treatment of a mental or physical illness, injury or health condition.

Procedures for FMLA must be followed if the family relationship and illness is FMLA qualifying. Procedures for PFL must be followed if the family relationship and illness is PFL qualifying. For more information, refer to the [Leave and Income Replacement Administration Handbook](#).

Safe Leave

An employee may charge up to seven (7) full time equivalent days (up to 56 hours) of accrued PTO Sick per calendar year for absences from work when the employee or employee's family member has been the victim of domestic violence, a family offense, sexual offense, stalking or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking or human trafficking:

- to obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program;
- to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or the employee's family members;
- to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
- to file a complaint or domestic incident report with law enforcement;
- to meet with the district attorney's office;
- to enroll children in a new school; or
- to take any other necessary actions to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.

Safe leave may also be used due to:

- closure of the employee's place of business or a day care or elementary or secondary school attended by an employee's child where such closure is due to a public health emergency.

Employees working in NYC may be entitled to an additional 32 hours of unpaid leave, for these reasons, which is available immediately upon hire and also expands the use to include care for a child or for a care recipient, attendance at a legal proceeding or appointment for public benefits or housing, staying home in response to a public disaster, or taking safety measures due to workplace violence.

Family Member Definitions – PTO Sick

(**Note:** for employees working in NYC, the definition of family member may be different for certain use of PTO sick.)

Family member – an employee's child, spouse, domestic partner, parent, sibling, grandchild or grandparent, the child or parent

of an employee's spouse or domestic partner and any person with whom the employee makes their home.

Parent – a biological, foster, step or adoptive parent, or a legal guardian of an employee or a person who stood in loco parentis when the employee was a minor child.

Child – a biological, adopted or foster child, a legal ward, or a child of an employee standing in loco parentis.

Notification Requirements

Employees working in NYC must be given the [Notice of Employee Rights](#) which is included in the new employee orientation checklist, where applicable.

Employees may request (orally or in writing) a summary of their PTO Sick accrued and used in the current calendar year and/or any previous calendar year from the local campus Office of Human Resources. This information must be provided to the employee within **three business days** of the employee's request.

Requesting PTO Sick

Employees must personally notify their manager of their need to be absent due to injury or illness as soon as practicable. Where practicable, this personal notice should occur no later than 30 minutes before the start of their scheduled time to begin work. Generally, when requesting time off due to appointments, caring for a family member, or other planned absences, employees are expected to provide at least 30 days' notice of absence or, where 30 days is impracticable, to provide notice as soon as practicable.

To the extent this procedure conflicts with the requirements of the FMLA and/or NYS PFL, the FMLA and/or NYS PFL govern. Please see the [Leave and Income Replacement Administration Handbook](#) for additional information regarding FMLA and NYS PFL.

Funding PTO Sick

PTO Sick may be required to be charged during certain periods of leave or income replacement due to an employee's own illness, as outlined in the [Leave and Income Replacement Administration Handbook](#). In addition, there are situations where the PTO Sick charges may be moved off the award and to the Corporate GL Withholding Awards, as outlined in the [Leave and Income Replacement Administration Handbook](#).

Documentation Required from Employees When Returning to Work

An employee absent on PTO Sick for five (5) or more consecutive work days (except for bereavement/family illness/safe leave) is required to produce a return to work form filled out by a physician before returning to work.

Employees may be required to produce substantiating documentation of need to be out of work at the discretion of Human Resources.

Supervisors should not require employees to disclose the nature of any medical condition (either the employee's or that of a family member) or of any domestic violence/sexual offense matter necessitating the need for leave. Under certain circumstances, the RF may be required to reimburse employees who must pay for required medical documentation after three consecutive workdays of leave (e.g., copying costs).

Monitoring Sick

PTO Sick usage should be monitored to ensure FMLA/PFL paperwork is sent and to ensure appropriate return to work documentation is received.

Paid Time Off: Parental

PTO Parental provides income replacement during an approved Child Care leave. Eligible employees may accrue up to a maximum of 12 weeks of PTO Parental which may be used for bonding following the birth of a child or placement for adoption

or foster care.

Please refer to the [Leave and Income Replacement Administration Handbook](#) for information regarding Child Care Leave, FMLA, Short-Term Disability, and NYS Paid Family Leave.

Eligibility

Salaried employees appointed at a minimum of .5 full time equivalent (FTE) are eligible to accrue and use PTO Parental unless they are:

- Within the first six months of their date of hire. (Eligible employees will be credited with PTO Parental accruals, based on their FTE, from their date of hire, upon completion of six months service.)
- Appointed for the summer only.
- Assigned to the following title(s): Research Project Assistant, Project Instructional Assistant, Research Aide, Senior Research Aide, or Camp Counselor – Student.

Employees must be in a regular or postdoctoral appointment at .5 FTE or higher to use PTO Parental.

Reasons PTO Parental May be Taken

Eligible employees may use PTO Parental for the following qualifying reasons:

- To bond following the birth of a child
- To bond with child following placement for adoption or foster care.

Duration and Benefits

Eligible employees must use PTO Parental on a continuous basis within the first six months of the qualifying event and may only use it once in a 12-month period, based on the first day PTO Parental is used.

For example: If an employee begins using PTO Parental on August 1 of the current year, they are eligible use accrued PTO Parental on or after August 1 of the following year, if there is an additional qualifying event.

The maximum length of PTO Parental is 12 workweeks of accrued time. PTO Parental must be charged at the employee's regular FTE.

PTO Parental and Other PTO

Holiday PTO

If a designated holiday falls during the period an employee is using PTO Parental, PTO Holiday is charged for that day. If a floating holiday falls during the period, PTO Parental is charged for that day and the PTO Holiday is banked for future use. The PTO Holiday usage is counted toward the 12-week maximum.

For example: If an employee is 100% FTE, working 5 days per week, and has accrued the 12-week maximum for PTO Parental, they would use a total of 60 days. If two observed holidays fall during their continuous period of Parental PTO, they would be eligible to charge a maximum of 58 days' PTO Parental, and 2 days of PTO Holiday. At the end of the 12 week period, the employee will retain the 2 days PTO Parental for future use.

Other PTO

PTO Vacation, Sick, or Personal may not be charged concurrently with Parental PTO.

Funding PTO Parental

If an employee is using accrued PTO Parental for more than 30 consecutive calendar days (includes Saturdays, Sundays, and holidays) it is the payments to the employee for PTO Parental taken on the 31st day and thereafter are charged to the RF's fringe benefit pool rather than the account to which the employee was appointed. Since observed holidays are not charged as PTO Parental, they are not funded from the fringe benefit pool account, however they do count toward the 30 calendar days.

Reimbursements from the fringe benefit pool account to the grant are processed in Oracle. Operating locations should charge payments to fund PTO Parental over 30 days to the campus GL withholding award by processing a Distribution Adjustment using the expenditure type outlined in the procedure [Corporate GL Withholding Awards](#).

Employee Options for Taking PTO Parental

Employees may only use PTO Parental on a continuous basis, at their regular appointment FTE. This PTO may not be taken intermittently or on a reduced schedule basis. This PTO may not be used during a period of approved Short-Term Disability following childbirth or during Paid Family Leave.

PTO Parental and Child Care Leave

PTO Parental may only be used during the first six months after a qualifying event, which is also the period of approved Child Care Leave.

Employee Notification

Operating locations must ensure employees are notified of their eligibility for benefits under the RF's PTO Parental at hire, and when notified of a qualified event.

PTO Parental Records

The office responsible for RF Human Resources should retain appropriate documentation regarding the PTO Parental period, which may include:

- A copy of the birth certificate indicating the employee as a parent
- A copy of a court document for the placement for adoption or foster care
- Or other appropriate documentation.

Note: For employees who are eligible for leave under FMLA and/or PFL, this documentation is typically received through those processes. If an employee is not eligible for those types of leave, this type of documentation should be obtained for the period of PTO Parental use.

PTO Parental Process

Please see the [PTO Parental Example Process](#) for additional information.

Examples - PTO Parental Administration

The [PTO Parental Administration Examples](#) document outlines examples of PTO Parental usage during an approved Child Care Leave period, and the interaction with other types of leave benefits.

Paid Time Off and Employment Actions – Vacation, Holiday, Sick, and Parental

Transfers and Separation from Employment

Operating locations may not allow employees to use PTO to extend the employee's separation date.

PTO Holiday

No payment is made for accrued PTO Holiday at separation. Employees who transfer from one operating location to another will maintain PTO balances.

PTO Vacation

Payment for up to 30 full days of accrued PTO Vacation will be made to eligible employees who:

- separate from employment,
- are reassigned to a position where vacation accruals may no longer be used, or

- transfer from one operating location to another, unless the employee requests that the accrued PTO Vacation be transferred to the new location.

The vacation accrual payment should not be made if a person is on leave-of-absence but remains an employee or if rehiring will occur within one pay period following separation.

All time reports must be submitted and all PTO reconciled before payment is made. If an employee is inadvertently paid for days past the date of separation, those additional days may be charged as PTO Vacation if an accrued balance is available.

Payment Calculation

The following calculation should be used when calculating vacation payment for part-time employees.

Example 1 (exempt employee): Employee making \$50,000/year at .60 FTE terminates with 25 days of PTO vacation.

1. Calculate the hourly rate of pay: $\$50,000 / .60 = \$83,333.33$ (annualized salary). Then $\$83,333.33 / 1950^{**}$ (hours in a year) = **\$42.74 hourly rate.**
2. Use the hourly rate to calculate vacation payout: hourly rate * (Accrued vacation days * 7.5). $\$42.74 * (25 * 7.5^{***}) = \$8,012.82$ Vacation Payout.

Example 2 (non-exempt employee): Employee making \$30,000/year at .60 FTE (37.5 standard workweek) terminates with 150 hours of vacation accruals.

1. Calculate the hourly rate of pay: $\$30,000 / .60 = \$50,000$ (annualized salary). Then $\$50,000 / 1950^{**}$ (hours worked in a year) = **\$25.64 Hourly Rate.**
2. Use hourly rate to calculate vacation payout: Hourly rate * Accrued vacation hours. $\$25.64 * 150 = \$3,846.00$ **Vacation Payout.**

******Use 2080 hours for employees with a work schedule of 40 hours per week.

*******Use 8 for employees with a work schedule of 40 hours per week

Timeframes for Payment

Payment must be made within 30 days of transfer or employment separation. Payment is charged to the fringe pool using accounts established for making accrued vacation expense payments. For additional information, refer to the [Prompt Notice of Termination and Final Payments Policy](#) and [Compensation at Termination of Employment](#).

Documenting Payment for Accrued Vacation

All requests for vacation payments must be supported by a [Vacation Payment at Termination Form](#). Vacation payments at termination must also be supported by an [Oracle Information Change Form](#) or an [Employee Assignment Form](#), with a separation date documenting the employee's separation. Requests for vacation payments due to transfer must also be supported by an [Oracle Information Change Form](#).

PTO Sick

Employees who transfer from one operating location to another will maintain PTO Sick balances. No payment is made for unused PTO Sick at separation of employment.

Employees who:

- have at least 10 continuous years of equivalent full-time service, and
- still meet eligibility requirements, and
- retire at age 55 or older,

will be credited with a retirement contribution based on the value of accrued PTO Sick at the time of retirement up to a maximum of 200 days. This contribution equals the percentage value of the employee's Basic Retirement Plan Tier, at the time of retirement. PTO Sick balances will be reduced by the amount credited for retirement contributions. Employees who separate

employment prior to the qualifying factors listed above will not receive a retirement contribution for PTO Sick.

PTO Parental

No payment is made for accrued PTO Parental at separation. Employees who transfer from one operating location to another will maintain PTO balances.

PTO Personal

No payment is made for PTO personal at separation of employment. Employees who transfer from one operating location to another will maintain PTO personal balances and their anniversary date.

For more information, refer to the [Transferring Employees Between Operating Locations](#) procedure.

Break-in-Service

(**Note:** Break in service and recognition of SUNY service rules do not apply to employees assigned to summer-only appointments.)

Returning RF Employees with More than One Year Break in Service

An employee who returns to the RF payroll after longer than 1 calendar year has had a “break-in-service” and is treated as a new employee for purposes of PTO. The employee must meet the 6-month waiting period for vacation and parental credit and use and will accrue PTO under the current rules at the rate for a new employee. An employee who is rehired to an eligible position after a 1-year break in service will not have balances restored.

Returning RF Employees after a Break in Service of One Year or Less

An employee who returns within 1 calendar year of leaving RF service does not incur a break-in-service in terms of establishing PTO accrual rates and will not have to meet the six-month waiting period. Unused accrued PTO Sick and/or Parental will be restored to an employee who is rehired to an eligible position within 1 year. Any accrued PTO Vacation that was not already paid out will also be reinstated to employees hired to an eligible position.

SUNY Service

Immediate prior SUNY service will be recognized in determining accrual rates for employees newly hired to the RF. In addition, employees who transfer to SUNY payroll and return to the RF after 1 calendar year will not incur a break in service for accrual rates and waiting period only. The service between RF and SUNY must be continuous with less than a 15-day break between transfers. SUNY service will not be recognized in determining a break in service for the purpose of restoring accrual balances.

Returning Employees Who Worked for Less Than 6 Months

If an employee leaves the RF before completing the 6 months of employment needed to obtain and begin using PTO Vacation or Parental and returns within 1 year, the employee’s prior service is counted toward the 6-month total.

Paid Time Off: Student Sick

Eligibility

Employees are eligible to accrue PTO Student Sick as of their first day of employment, when they are assigned to a student title(s):

- Research Project Assistant
- Project Instructional Assistant
- Research Aide
- Senior Research Aide
- Camp Counselor – Student;

Use

PTO Student Sick may be used when an employee is absent from work due to:

- an employee's mental or physical illness, injury, or health condition;
- for the diagnosis, care or treatment of an employee's mental or physical illness, injury or health condition; or
- an employee's need for medical diagnosis or preventative care.

PTO Student Sick is available for use upon accrual, with a maximum usage of 56 hours (7 days) per calendar year.

Other Reasons PTO Student Sick May Be Taken

Family Illness

An employee may charge accrued PTO Student Sick due to:

- care for a family member (as defined below) with a mental or physical illness, injury or health condition
- a family member's (as defined below) need for preventative care, or the diagnosis, care or treatment of a mental or physical illness, injury or health condition.

Safe Leave

An employee may charge up to seven (7) full time equivalent days (up to 56 hours) of accrued PTO Student Sick per calendar year for absences from work when the employee or employee's family member has been the victim of domestic violence, a family offense, sexual offense, stalking or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking or human trafficking:

- to obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program;
- to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or the employee's family members;
- to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
- to file a complaint or domestic incident report with law enforcement;
- to meet with the district attorney's office;
- to enroll children in a new school; or
- to take any other necessary actions to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.

Safe leave may also be used due to:

- closure of the employee's place of business or a day care or elementary or secondary school attended by an employee's child where such closure is due to a public health emergency.

Employees working in NYC may be entitled to an additional 32 hours of unpaid leave, for these reasons, which is available immediately upon hire and also expands the use to include care for a child or for a care recipient, attendance at a legal proceeding or appointment for public benefits or housing, staying home in response to a public disaster, or taking safety measures due to workplace violence.

Family Member Definitions

(Note: for employees working in NYC, the definition of family member may be different for certain use of PTO Student Sick)

Family member – employee's child, spouse, domestic partner, parent, sibling, grandchild, or grandparent; and the child or parent of an employee's spouse or domestic partner.

Parent – is defined as a biological, foster, step, or adoptive parent, or a legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child.

Child – is defined as a biological, adopted or foster child, a legal ward, or a child of an employee standing in loco parentis..

Notification Requirements - NYC

Employees working in NYC must be given the [Notice of Employee Rights](#) which is included in the new employee orientation

checklist, where applicable.

Employees may request (orally or in writing) a summary of their PTO Student Sick accrued and used in the current calendar year and/or any previous calendar year from the local campus Office of Human Resources. This information must be provided to the employee within **three business days** of the employee's request.

Requesting PTO Student Sick

Employees must personally notify their manager of their need to be absent due to injury or illness as soon as practicable. Where practicable, this personal notice should occur no later than 30 minutes before the start of their scheduled time to begin work. Generally, when requesting time off due to appointments, caring for a family member, or other planned absences, employees are expected to provide at least 30 days' notice of absence or, where 30 days is impracticable, to provide notice as soon as practicable.

Documentation Required from Employees When Returning to Work

An employee absent on PTO Student Sick for five (5) or more consecutive workdays (except for family illness/safe leave) is required to produce a return to work form filled out by a physician before returning to work.

Employees may be required to produce substantiating documentation of need to be out of work at the discretion of Human Resources.

Supervisors should not require employees to disclose the nature of any medical condition (either the employee's or that of a family member) or of any domestic violence/sexual offense matter necessitating the need for leave. Under certain circumstances, the RF may be required to reimburse employees who must pay for required medical documentation after three consecutive workdays of leave (e.g., copying costs).

Paid Time Off and Employment Actions – Student Sick

Transfers and Separation from Employment

Operating locations may not allow employees to use PTO Student Sick to extend the employee's separation date.

No payment is made for accrued PTO Student Sick at separation. Employees who transfer from one operating location to another will maintain PTO balances.

Break-in-Service

Returning Student Employees with More than 6 months Break in Service

A student employee who returns to the RF payroll after longer than 6 months has had a "break-in-service" and is treated as a new employee for purposes of PTO Student Sick. An employee who is rehired to an eligible position after a 6-month break in service will not have balances restored.

Returning RF Employees Returning after a Break in Service of 6 Months or Less

A student employee who returns to RF payroll with 6 months or less does not incur a break-in-service in terms of establishing PTO Student Sick. Unused accrued PTO Student Sick will be restored to an employee who is rehired to an eligible position within 6 months.

Changes in Status

Change in Workweek

Nonexempt employees whose workweek changes between 37.5 and 40 hours will maintain their accrual balances. At the beginning of the first pay period following the effective date of the change, accruals will be earned at the appropriate new rate.

Change in Full-Time Equivalent (FTE) Status

An employee whose FTE changes will maintain their accrual balances. As of the beginning of the first pay period following the effective date of the change, accruals will be earned at the appropriate new rate.

Change in Accrual Status

An employee going from a non-accruing position to an accruing position will have their length of service credited when the applicable accrual rate is determined. The employee will not be required to observe the 6-month waiting period for vacation or parental accrual use if the employee has been with the RF for at least 6 months.

If the employee who is eligible for PTO Vacation, is changing to a fellowship, a student title, hourly position, or an academic year appointment where they cannot charge accrued vacation time, then the employee will be paid for the appropriate amount of accrued PTO vacation upon reassignment.

Refer to PTO Vacation under *Transfers and Separation from Employment* in this document.

Change in Accrual Plan

An employee whose accrual PTO plan changes will maintain their accrual balances. At the beginning of the next pay period after the effective date of the change, accruals will be earned at the appropriate new rate.

An employee whose accrual plan changes from [Paid Time Off: Series II](#) to [Paid Time Off: Series I](#) will retain and may use their personal time until their anniversary date and the employee will not be credited with additional personal time upon the next anniversary date.

Please see the [HR Administrator Guide](#) for more information regarding an employee's change in accrual plan.

PTO, Exempt Status, and Salary Reductions

Exempt employees must be paid on a salaried basis. Being paid on a salaried basis means that an employee regularly receives a predetermined amount of compensation each pay period. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Refer to the [Position Classification Procedure](#) for guidance on determining whether a position meets the requirements for exemption.

This means deductions in salary for exempt employees are limited as noted below. In contrast, charges to accruals do not affect exempt status. For this reason, exempt employees who are absent from work will generally charge PTO accruals to ensure payment of the full salary.

For any workweek in which work was performed, an exempt employee's salary may not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness, or disability
- an absence because the facility is closed on a scheduled workday
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee has performed any work
- any other deductions prohibited by state or federal law

If the employee does not have sufficient, appropriate, PTO to cover such absences, that employee must be advanced appropriate accruals so that the absence of less than one day is paid for in full.

An exempt employee's salary may be reduced in a workweek when work was performed for the following leave related reasons:

- full day absences for personal reasons, including vacation
- full day absences for sickness or disability
- family and medical leave absences (either full or partial day absences)

Supervisors do not have authority to reduce any exempt employee's pay for any reason without approval from Human Resources. Unauthorized or improper deductions should be brought to the attention of the local campus office that handles RF payroll. Errors will promptly be corrected. Please refer to the [Correcting Salary Deduction Errors in Employee's Pay Policy](#).

Exempt Part-Time Status and Charging Accruals

Generally, employees in an exempt status must charge their accruals to the nearest quarter day based on their work schedule. For example, if a .6 FTE/37.5-hour employee works 4.5 hours per day every day they would charge accruals at .5 or .75 for the days they were not at work so that generally the time charged equals a .6 FTE. For example, an employee who takes a week off should charge .5 for three days in the week and .75 for two days in the week totaling .6 FTE. An exempt employee is .6 FTE/37.5-hour employee working 3 7.5-hour days should charge 1 day for each day absent on a scheduled workday.

NOTE: Exempt employees in paid leave status during a leave of absence may charge PTO in amounts other than in quarter day increments.

Exempt Status and FMLA

Exempt employees approved for leave under FMLA may be placed on unpaid leave under FMLA or on a reduced work schedule without affecting their exempt status. Therefore, an exempt employee's salary may be reduced for absences of less than a day if they take leave under FMLA for part of the workday.

Change History

Date	Summary of Change
July 29, 2026	New document: Separating out PTO and Accruals from the Leave Administration Handbook, updates to Personal PTO when returning from paid/unpaid leave, minor language updates, and incorporating PTO Student Sick.