



Paid Time Off Plan - Series III

Eligibility

Salaried employees appointed at less than .5 FTE (Full Time Equivalent) holding positions in the Research Technical Support and Service, Research/Clinical Investigator, Project/Program Administration title series. Employees holding positions in the Administration, Technical and Office Management Salary Structure ([Salary Grades E.1 through E.99 and N/E.1 through N/E. 99](#)).

Rates

Employees in these positions may be classified as exempt or nonexempt based on compensation level and FLSA requirements. Employees who are classified as exempt accrue time in days. Employees who are classified as nonexempt accrue time in hours based on their standard work week. Employees working less than .5 FTE accrue time on a prorated basis based on their FTE.

Paid Time Off – Sick

Biweekly Accrual Rate

Years of Service	Exempt Employees (Days)	Nonexempt Employees (hours based on standard workweek)	
		Full Time Biweekly 37.5 Rate	Full Time Biweekly 40 Rate
<1 - 2	.577	4.327	4.615
>2 - 3	.615	4.615	4.923
>3 - 6	.692	5.192	5.538
>6 - 7	.769	5.769	6.153
>7	.808	6.057	6.462

Maximum Accruals Carried Over to the Following Calendar Year

The following table provides maximum accruals that may be carried from one calendar year to the next for nonexempt and exempt employees:

Accrual Type	Days	Hours (37.5-hour standard workweek)	Hours (40-hour standard workweek)
Sick	225	1,687.50	1,800

Change History

Date	Summary of Change
July 1, 2024	Increased maximum PTO sick carryover from 200 days to 225 days.
January 1, 2021	Effective date of PTO Series III.

Feedback

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