



Paid Time Off Plan - Series IV

Eligibility

Hourly employees and salaried employees appointed at less than .5 FTE (Full Time Equivalent) holding positions in the Clerical and Office Support, Technical and Research Specialists Salary Structure. ([Salary Schedule 6 - Grades N.1 through N12](#))

Rates

Employees in these positions are classified as nonexempt based on position duties and accrue time in hours. Employees accrue time on a prorated basis based on their FTE.

Paid Time Off – Sick

Biweekly Accrual Rate

Years of Service	Biweekly Full time Rate based on 37.5 hour standard workweek	Biweekly Full time Rate based on 40 hour standard workweek
All years of service	3.75 hours (1/2 day)	4.00 hours (1/2 day)

Annual Accrual Rate

Years of Service	Annual Full time Rate based on 37.5 hour standard workweek	Annual Full time Rate based on 40 hour standard workweek
All years of service	97.5 hours (13 days)	104 hours (13 days)

Maximum Accruals Carried Over to the Following Year

The following table provides maximum accruals in hours that may be carried from one year to the next:

Type of Leave	37.5 hour standard workweek	40 hour standard workweek
Sick – Calendar Year	1500 hours (200 days)	1600 hours (200 days)

Feedback

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