



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 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:

| Accrual Type | 37.5-hour standard workweek | 40-hour standard workweek |
|--------------|-----------------------------|---------------------------|
| Sick | 1,687.50 hours (225 days) | 1,800 hours (225 days) |

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 IV. |

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.