



Paid Time Off Plan - Series V

Eligibility

Graduate and undergraduate student employee positions in the Project Instructional Assistant, Research Project Assistant, Research Aide, Senior Research Aide, or Camp Counselor – Student titles.

Rates

Employees in these positions may be classified as exempt, nonexempt salaried, or nonexempt hourly, based on the position. Employees with a salaried pay basis accrue time based on their FTE. Employees with an hourly pay basis accrue time in hours based on their hours worked, as recorded on their time report.

Employees may accrue a maximum of 7 days (56 hours) per calendar year. The accrued PTO balance may not exceed 7 days (56 hours).

Employees may charge a maximum of 7 days (56 hours) per calendar year.

Paid Time Off – Student Sick

Biweekly Accrual Rate

Years of Service	Exempt Employees (Days)	Nonexempt Employees (Hours)
	Full Time Biweekly Rate	Rate
All years of Service	0.333*	1 hour for every 30 hours worked

***Note:** The biweekly accrual rate is prorated based on FTE. For example, if an exempt employee works at 50% FTE, the biweekly accrual rate would be 0.167.

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)
Student Sick*	7	56	56

***Note:** Student Sick PTO accruals are capped at the hours/days listed above.

Change History

Date	Summary of Change
September 7, 2026	Effective date of PTO Series V

Feedback

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