



Paid Time Off Plan - Series I

Eligibility

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. 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.

Full-time employees accrue leave biweekly according to the following schedules.

Part-time employees accrue leave on a prorated basis according to their FTE. For example, if employed at .75 FTE, an employee will accrue 75% of the full-time rate based on length of service.

Paid Time Off – Vacation

Biweekly Accrual Rate

Years of Service	Exempt Employees (Days)		Nonexempt Employees (Hours based on standard workweek)	
	Biweekly		Biweekly 37.5	Biweekly 40
<1 - 2	.615		4.615	4.92
>2 - 3	.654		4.904	5.231
>3 - 6	.731		5.481	5.846
>6 - 7	.808		6.058	6.462
>7	.846		6.346	6.769

Annual Accrual Rate

Years of Service	Exempt Employees (Days)		Nonexempt Employees (Hours based on standard workweek)	
	Annual		Annual 37.5	Annual 40
1 - 2	16		120	128
>2 - 3	17		127.5	136
>3 - 6	19		142.5	152
6 - 7	21		157.5	168
>7	22		165	176

Paid Time Off – Sick

Biweekly Accrual Rate

Years of Service	Exempt Employees (Days)	Nonexempt Employees (hours based on standard workweek)	
		Biweekly 37.5	Biweekly 40
	Biweekly	Biweekly 37.5	Biweekly 40
<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

Annual Accrual Rate

Years of Service	Exempt Employees (Days)	Nonexempt Employees (Hours based on standard workweek)	
		Annual 37.5	Annual 40
	Annual	Annual 37.5	Annual 40
1 - 2	15	112.5	120
>2 - 3	16	120	128
>3 - 6	18	135	144
>6 - 7	20	150	160
>7	21	157.5	168

Paid Time Off – Parental*

Biweekly Accrual Rate

Years of Service	Exempt Employees (Days)	Nonexempt Employees (Hours based on standard workweek)	
		Biweekly 37.5	Biweekly 40
	Biweekly	Biweekly 37.5	Biweekly 40
All years of service	1.154	8.654	9.231

Annual Accrual Rate

Years of Service	Exempt Employees (Days)	Nonexempt Employees (Hours based on standard workweek)	
		Annual 37.5	Annual 40
	Annual	Annual 37.5	Annual 40
All years of service	30	225	240

*Eligible employees begin accruing Parental PTO effective January 1, 2024, or employee's date of hire, whichever is later. Parental PTO is available for use six months after January 1, 2024, or employee's date of hire, whichever is later.

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)
Vacation	40	300	320
Sick	225	1,687.50	1800
Parental*	60	450	480

***Note:** Parental PTO accruals are capped at the hours/days maximum listed above.

Change History:

Date	Summary of Change
July 1, 2024	Increased maximum carryover from 200 days to 225 days and incorporated Parental PTO accrual rates.

Feedback

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

Copyright © 2011 The Research Foundation of State University of New York