



Paid Time Off Plan - Series II

Eligibility

Salaried employees appointed at .5 FTE or more 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.

Full-time employees accrue PTO sick as indicated in the table below.

Part-time employees accrue PTO sick 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	Hours Accrued Per Pay Period (37.5 Hour Workweek)	Hours Accrued Per Pay Period (40 Hour Workweek)
Less than 7	3.75 hours (1/2 day)	4.00 hours (1/2 day)
Seven (7) or more	5.75 hours	6.15 hours

Annual Accrual Rate

Years of Service	Hours Accrued Annually (37.5 Hour Workweek)	Hours Accrued Annually (40 Hour Workweek)
Less than 7	97.5 hours (13 day)	104 hours (13 day)
Seven (7) or more	149.5 hours (20 days)	159.9 hours (20 days)

Additional accruals are credited to the employee's Continuous Service Date* (CSD) as indicated in the following table:

Years of Service Completed	Additional PTO Vacation Credits
1	1 day
2	2 days
3	3 days
4	4 days
5	5 days
6	6 days
7	7 days
More than 7	Additional accruals are no longer credited

Paid Time Off – Sick

Biweekly Accrual Rate

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

Paid Time Off - Personal

Eligible full-time employees will receive personal accruals on their hire date and each subsequent anniversary of the employee's continuous service date* (CSD).

Eligible part-time employees will receive a prorated number of personal accruals on their anniversary date each year.

Years of Service	Annual based on 37.5-hour standard workweek	Annual based on 40-hour standard workweek
All years of service	37.5 hours (5 days)	40 hours (5 days)

*Continuous Service Date (CSD) is the date of hire or rehire after a 1-year break in service.

Paid Time Off – Parental*

Biweekly Accrual Rate

Years of Service	Biweekly based on 37.5-hour standard workweek	Biweekly based on 40-hour standard workweek
All years of service	8.654 hours	9.231 hours

Annual Accrual Rate

Years of Service	Annual based on 37.5-hour standard workweek	Annual based on 40-hour standard workweek
All years of service	225 (30 days)	240 (30 days)

*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 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
Vacation – Calendar Year	300 hours (40 days)	320 hours (40 days)
Sick – Calendar Year	1,687.50 hours (225 days)	1,800 hours (225 days)
Personal – Anniversary Year*	N/A	N/A
Parental**	450	460

*Unused Personal PTO accruals do not carry over from one anniversary year to the next.
** Parental PTO accruals are capped at the hours/days maximum listed above.

Change History

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

Feedback

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