

ACCRUAL MAXIMUM SUMMARY

NEGOTIATING UNIT (Hired 4/1/82 & after)

Leave Category	PBANY/NYSCOBA	Administrative	Operational	Institutional	PEF
	NU 31/21	NU 02	NU 03	NU 04	NU 05
1. <u>Vacation Maximum</u>	40 Days	40 Days	40 Days	40 Days	40 Days
Bonus Days per Year (Reference Contracts)					
Additional vacation credit (Reference Contracts)					
<u>Maximum Separation</u>					
<u>Lump Sum</u>	30 Days	30 Days	30 Days	30 Days	30 Days
2. <u>Sick Leave Maximum</u>	225 Days	200 Days	200 Days	200 Days	200 Days
3. <u>Personal Leave Max</u>	5 Days/yr	5 Days/yr	5 Days/yr	5 Days/yr	5 Days/yr
4. <u>Holidays</u>	12 Days	12 Days	12 Days	12 Days	12 Days

General:

- Employee must complete the time sheet on a daily basis recording the actual time in and out and leave time taken.
- Vacation: Time off requires prior approval of your immediate supervisor consistent with any vacation scheduling policy in existence. Eligible employees accrue at the rate of 3 ¼ or 4 hours per pay period depending if the work schedule is 37 ½ hours per week or 40 hours per week (13 days per year plus bonus days for years 1-7 (See #1 above). Beginning the eighth year of employment, vacation is earned at the rate of 5 ¼ or 6 hours per pay period depending on 37 ½ hour or 40 hour work week; with an additional .25 hour or 2 hours given on the anniversary and six month anniversary dates only.
- Personal Leave: Time off charged to this category requires the prior approval of your immediate supervisor. Personal Leave is not accumulated from year to year.
- Sick Leave: Time off due to illness requires notification to immediate supervisor within two hours after the beginning of the work day. Accruals are earned at the rate of 3 ¾ hours or 4 hours (depending if the work week is 37 ½ or 40 hours) per payroll period in which you are in full pay status for seven of ten working days for the pay period. Sick leave for absences caused by illness or death in one's family may not exceed fifteen days in one calendar year. Under certain conditions medical certification may be required for absences of less than 4 days. 10 or more days must go through Human Resources. PEF employees hired on or after 4/1/82 earn sick leave at the rate of 10 days per year.
- Compensatory Time: Hours worked between 37 ½ and 40 hours in the state defined work week (Thursday-Wednesday) must be liquidated no later than the close of the fiscal year following one in which they are earned. Designated floating holidays will be carried as separate entries on time records and will not be merged with holiday leave or holiday compensatory time. Each floating holiday will have to be used in a full day unit within one year of actual holiday. Employees entitled to time off with pay on days observed as holidays by the state are entitled to be compensated in cash for time worked on such days unless additional compensation is waived and instead, elect to receive compensatory time off for such time. Holiday pay may be waived for all holidays which fall during the period of the waiver but may not be waived for individual holidays. *
- Overtime: Time and one half cash payment for hours in excess of 40 within the state-defined work week (Thursday-Wednesday). Your supervisor will make every effort to give you as much notification as possible.
Holiday: Cash payment at straight time (work day rate) if required to work on a state legal holiday and you did not sign the waiver of cash payment for working a state legal holiday.
Recall Pay: An employee eligible to earn overtime compensation that is recalled to work overtime, after having completed his or her scheduled work period and left the scheduled work station, is considered to have worked a minimum of one-half day for the purpose of computing overtime compensation. An employee working a 40-hour week is credited * Time sheets showing holidays worked and/or compensatory time/overtime worked must be accompanied by a memo from supervisor.
- Time Sheet Submission Deadline: In an effort to provide timely report of your leave balances on a bi-weekly basis, your time sheet must be submitted to your immediate supervisor no later than Thursday, following each payday. **(If an employee fails to complete the time sheet before the next payday, that paycheck may be withheld until this requirement is completed).**

Tardiness: The following schedule is covered in section 20.3 of the State Attendance & Leave Manual adopted by SUNY:

BI-WEEKLY PAY PERIOD

2 hours from the start of the day for "tardy" and anything else would be an unscheduled absence.

<u>Tardiness</u>	<u>*Monetary Penalty</u>
1 – 7 minutes	NONE
8 – 23 minutes	¼ hour deducted from accruals If no accruals available ¼ hour will be deducted as lost – time from pay.
24 – 37 minutes	½ hour deducted from accruals If no accruals available 1/2 hour will be deducted as lost – time from pay
38-52 minutes	¾ hour deducted from accruals If no accruals available 3/4 hour will be deducted as lost – time from pay
53 – 60 minutes	1 hour deducted from accruals If no accruals available 1 hour will be deducted as lost – time from pay
61- 120 minutes	¼ hour increment deductions plus 1 hour; up to 2 hours

SUPERVISORS ARE RESPONSIBLE FOR TIMELY TRANSMITTAL OF TIMESHEETS TO PAYROLL.

***Monetary Penalty; however excessive tardiness may result in disciplinary actions – contact HR.**

Early Departures: The appointing authority may direct early departure due to extraordinary circumstances without charge to leave accruals. When directed early departure may not be deemed appropriate, employees must charge absences to appropriate credits (Personal Leave.) **REFER TO CONTRACT 2011-2016