

TIME BENEFITS SUMMARY

(This is a summary of your time benefits, for a complete description, please refer to the Research Foundation Employee/Benefits Handbook)

EXEMPT / NON-EXEMPT:

- An EXEMPT employee is hired to work a professional obligation, with no specific length of shift and is not eligible for overtime pay. Time may be taken in .25 day increments.
- A NON-EXEMPT employee is hired to work a specific number of hours per day, in a full-time or part-time capacity and is eligible for overtime pay. Time may be taken in .25 hour increments.

OVERTIME:

- NON-EXEMPT employees who work in excess of their normal work week are compensated as follows:
 - Hour between 37.50 and 40: Employee is paid at straight rate or earns compensatory time on an hour for hour basis (employee's choice).
 - Hours over 40: Employee is paid at 1.5 x their regular hourly rate.

HOLIDAYS:

- The following holidays are legal holidays currently observed by the Research Foundation:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Lincoln's Birthday	Election Day
Washington's Birthday	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth Holiday	Christmas Day
Independence Day	

- An employee who observes a holiday will receive a normal day's pay.
- A full-time employee will receive holiday leave for all holidays, regardless of whether the employee is scheduled to work that day or not.
- A part-time employee receives holiday leave for only those holidays that fall on a day that the employee is regularly scheduled to work. A holiday that falls on a Saturday is generally treated as a floating holiday and will be credited to part time employees based on their FTE.
- An employee who is required to work on a holiday will be granted a holiday compensatory day to be used at a later date (ie preferably within 1 calendar year).
- If employees do not use holiday leave before employment terminates, the holiday leave is lost.

SICK LEAVE:

- Annual salaried employees earn sick leave on a pro-rata basis according to their hired percentage. Hourly employees earn sick leave based on the hours worked.
- Employees accrue and are credited with sick leave as of their date of appointment.
- Student appointments **do not** earn sick leave accruals.
- Employees may accumulate in excess of 200 days of sick leave during a calendar year, however, no more than 200 days may be carried over from calendar year to calendar year.
- Summer appointments may not carry balances forward.
- No payment is made for unused sick leave upon termination of employment.
- Upon retirement, at age 55 or older and with at least 10 continuous years of equivalent full-time service, employees will be credited with a retirement contribution based on the value of accrued sick leave at the time of retirement up to a maximum of 200 days.

USAGE:

- The primary purpose of sick leave is to provide a reasonable measure of protection against loss of income due to illness or disability.
- In addition to personal illness, sick leave may be taken under the following circumstances with managerial approval:
 - Doctor/Dentist Appointment. Employees are encouraged to schedule medical appointments during non-working time. However, if necessary, sick leave may be charged.
 - Bereavement/Family Illness. An employee may charge up to twenty five (25) days accrued sick leave per calendar year for a death or illness of an immediate family member.
 - Up to 56 hours of sick time may be used for Safe Leave which includes reasons related to domestic violence or family offense as outlined in the leave handbook.
- An employee absent on sick leave for five (5) or more consecutive work days is required to produce a return to work form filled out by a physician before returning to work.
- For any extended disability, all sick leave accruals must be exhausted prior to receiving any other disability payment benefits.

VACATION:

- Annual salaried employees appointed at a minimum of 50% time are eligible to accrue vacation leave accruals. Part-time annual salaried employee earn vacation on a pro-rata basis according to their hired percentage.
- *After completing six (6) months of employment*, eligible employees will be *credited* with vacation accruals earned as of their date of appointment. Further accumulation of accruals is outlined in the schedule below.
- Hourly, student and summer appointments **do not** earn vacation accruals.
- Employees may accumulate in excess of 40 vacation days during a calendar year, however, no more than 40 vacation days may be carried over from calendar year to calendar year.
- Upon termination or change to a non-accruing position, employees will be paid for a maximum of 30 days of accrued vacation.
- Employees should discuss the procedure for requesting time off with their supervisor.

Paid Time Off Plan Series I

Eligibility

Employees 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. As defined by the Research Foundation.

Rates

Employees in these positions may be classified 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 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 at 75% of the full-time rate based on length of service.

Paid Time Off – Vacation

Years of Service	FT Exempt Employees in Series I	FT Nonexempt Employees in Series I
	Accrue Days Monthly	Accrue Hours Biweekly
1 - 2	1.333	4.920
>2 - 3	1.416	5.231
>3 - 6	1.583	5.846
>6 - 7	1.750	6.462
>7	1.833	6.769

Paid Time Off – Sick

Years of Service	FT Exempt Employees in Series I	FT Nonexempt Employees in Series I
	Accrue Days Monthly	Accrue Hours Biweekly
1 - 2	1.250	4.615
>2 - 3	1.330	4.923
>3 - 6	1.500	5.538
>6 - 7	1.660	6.153
>7	1.750	6.462

Paid Time Off Plan Series II

Eligibility

Employees holding positions in the Clerical and Office Support, Technical and Research Specialists Salary Structure. (Grades N.1 through N.12)

Rates

Employees in these positions are classified as nonexempt based on position duties and accrue time in hours.

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

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

Paid Time Off – Vacation

Years of Service	FT Non-Exempt Employees in Series II	
	Hours Accrued per Pay Period (37.5)	Hours Accrued per Pay Period (40)
Less than 7	3.75 hours (1/2 day)	4.00 hours (1/2 day)
7 or more	5.75 hours	6.15 hours

NON-EXEMPT employees are also credited with *additional* vacation leave credits on their anniversary date as follows:

Years of Service	Additional Leave Credits
1	1 day
2	2 days
3	3 days
4	4 days
5	5 days
6	6 days
7	7 days
8 – 14	Zero additional days earned
15 – 19	1 day
20 – 24	2 days
25 – 29	3 days
30 – 34	4 days
35 +	5 days

Paid Time Off - Sick

FT Non-Exempt Employees in Series II	
Hours Accrued per Pay Period (37.5)	Hours Accrued per Pay Period (40)
3.75 hours (1/2 day)	4.00 hours (1/2 day)

PERSONAL LEAVE:

- Personal leave is pre-approved paid time off and should be used for absences due to pressing personal business and other similar circumstances, such as medical appointments, banking, and meetings with attorneys, that cannot be taken care of other than during normal working hours.
- NON-EXEMPT employees paid on an annual salaried basis in Series II and who are appointed at a minimum of 50% are eligible for personal leave.
 - EXEMPT, Hourly, Student and Summer appointments **do not** earn personal leave.
- Eligible full-time NON-EXEMPT employees will receive five days personal leave on their hire date and each subsequent anniversary date thereafter.
 - Eligible part-time NON-EXEMPT employees will receive a prorated number of personal leave days.
- Personal Leave is not accumulative and any unused personal leave from the previous anniversary year will not be carried over.
- No payment is made for unused personal leave at termination of employment.

JURY ATTENDANCE LEAVE:

- The Research Foundation recognizes that jury duty is a civic obligation of all citizens. Research Foundation employees, who request jury duty leave from their manager, will receive the necessary time off with full pay to fulfill that obligation. Documentation, such as a jury duty voucher and advance notice of service are required.
- An employee is expected to report to work on days when his/her attendance in court is not required. If an employee is not required to attend a full day in court, the employee is expected to report for work before or after court attendance or charge the time not in court to accrued leave.

LEAVES OF ABSENCE:

- Employees may be eligible for other types of extended leaves such as:
 - Disability
 - Child care
 - Personal
 - Military
- Please refer to the Research Foundation Benefits Handbook or contact the Benefits Office at 464-4923 for more information.

CANCER SCREENINGS:

- You can take up to four hours of paid leave, including travel time, per calendar year to undertake screening for any type of cancer, without deduction Paid Time Off.

SUNY UPSTATE MEDICAL UNIVERSITY – TARDINESS POLICY:

- Employees are expected to report on time for work at the beginning of their scheduled shift and after lunch. Occasional tardiness reflects adversely on an employee’s work performance and persistent tardiness can result in disciplinary action. Proper attention to tardiness control is a supervisory responsibility.
- Tardiness rules, which equates minutes late with quarter hour time blocks, shall be applicable only to those employees for whom a daily record of starting and stopping time is maintained.
- If an employee is late for the start of his/her scheduled shift by more than 5 minutes, that employee will be charged time in quarter hour (15 minute) increments for each such occurrence. The 5 minutes grace period applies only to the first 5 minutes of an employee’s scheduled shift. After the first 5 minutes of their scheduled shift, an employee that is absent for any portion of a quarter hour increment will be charged for the full quarter hours.

<u>Minutes Late</u>	<u>Quarter Hours Time Blocks</u>
0 to 05	No charge (Applies only to beginning of shift)
06 to 15	¼ hour (15 minutes)
16 to 30	½ hour (30 minutes)
31 to 45	¾ hour (45 minutes)
46 to 60	1 hour (60 minutes)

Charges continue in this fashion.

- At the discretion of the employee’s supervisor, charges for tardiness shall be covered by appropriate categories of the employee’s accrued leave credits. Charges against leave credits shall be made in accordance with the schedule provided herein.
- Tardiness caused by public transportation difficulties, strikes, severe storms, floods or similar uncontrollable conditions may be excused. It is the responsibility of the employee’s supervisor to identify and recommend, as excusable, tardiness deemed to have resulted from such uncontrollable conditions.
- Tardiness penalty is to be charged against:
 1. Compensatory Overtime
 2. Vacation
 3. Personal Leave
 4. Holiday Time