



Accrual Chart

	<u>VACATION</u>	<u>SICK LEAVE</u>	<u>PERSONAL DAYS</u>
Eligibility at Date of Hire (DOH) and Accrual Rate in Hours per Month			
PBU Faculty (Exempt)	N/A	DOH – 3wks Accrual – 10 hrs	DOH – 2 days (16 hrs) August 1 – July 31 No Rollover
PBU Non-Faculty (Exempt)	DOH – 4wks Accrual – 13.36 hrs	DOH – 3wks Accrual – 10 hrs	DOH – 2 days (16 hrs) Jan 1 – Dec 31 No Rollover
SBU Support Bargaining Unit (Non-Exempt)	DOH – 2 wks Accrual 6.72 hrs @ 0-6 yrs (2wks) 10 hrs @ 7-12 yrs (3 wks) 13.36 hrs @ 13+ yrs (4 wks)	DOH – 3wks Accrual – 10 hrs	DOH – 2 days (16 hrs) Jan 1 – Dec 31 No Rollover
Non-Bargaining Professional (Exempt)	DOH – 4 wks Accrual – 13.36 hrs	DOH – 3wks Accrual – 10 hrs	DOH – 2 days (16 hrs) Jan 1 – Dec 31 No Rollover
Non-Bargaining Support (Exempt)	DOH – 2 wks Accrual 6.72 hrs @ 0-6 yrs (2wks) 10 hrs @ 7-12 yrs (3 wks) 13.36 hrs @ 13+ yrs (4 wks)	DOH – 3wks Accrual – 10 hrs	DOH – 2 days (16 hrs) Jan 1 – Dec 31 No Rollover

Vacation Accumulation and Carry Over

Eligible employees that are subject to this policy may accumulate up to 160 hours (20 days) of vacation throughout a given fiscal year. Ten (10) days or 80 hours maximum may be carried over to the next fiscal year (July 1 – June 30). All of the Ten (10) days or 80 hours maximum carried over to the next fiscal year must be used and exhausted by December 31 of that calendar year.