

Accrual Chart

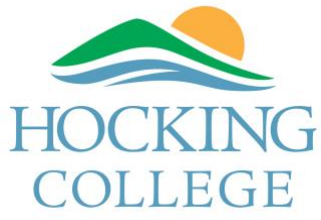
VACATION

SICK LEAVE

PERSONAL DAYS

Eligibility at Date of Hire (DOH) and Accrual Rate in Hours per Pay

PBU Faculty (Exempt)	N/A	DOH – 3wks Accrual –5.00 hrs- 1 st pay 5.00 hrs -2 nd pay Total of 10 hrs monthly	DOH – 2 days (16 hrs) August 1 – July 31 No Rollover
PBU Non-Faculty (Exempt)	DOH – 4wks Accrual – 6.68 hrs – 1 st pay 6.68 hrs - 2 nd pay Total of 13.36 hrs monthly	DOH – 3wks Accrual –5.00 hrs- 1 st pay 5.00 hrs -2 nd pay Total of 10 hrs monthly	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) Accrual – 3.36 hrs 1 st pay 3.36 hrs 2 nd pay 10 hrs @ 7-12 yrs (3 wks) Accrual - 5.00 hrs - 1 st pay 5.00 hrs - 2 nd pay 13.36 hrs @ 13+ yrs (4 wks) Accrual – 6.68 hrs – 1 st pay 6.68 hrs – 2 nd pay	DOH – 3wks Accrual –5.00 hrs- 1 st pay 5.00 hrs -2 nd pay Total of 10 hrs monthly	DOH – 2 days (16 hrs) Jan 1 – Dec 31 No Rollover
Non-Bargaining Professional (Exempt)	DOH – 4 wks Accrual – 6.68 hrs - 1 st pay 6.68 hrs –2 nd pay Total of 13.36 hrs monthly	DOH – 3wks Accrual –5.00 hrs- 1 st pay 5.00 hrs -2 nd pay Total of 10 hrs monthly	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) Accrual – 3.36 hrs -1 st pay 3.36 hrs -2 nd pay 10 hrs @ 7-12 yrs (3 wks) Accrual – 5.00 hrs -1 st pay 5.00 hrs-2 nd pay 13.36 hrs @ 13+ yrs (4 wks) Accrual – 6.68 hrs -1 st pay 6.68 hrs -2 nd pay	DOH – 3wks Accrual –5.00 hrs- 1 st pay 5.00 hrs -2 nd pay Total of 10 hrs monthly	DOH – 2 days (16 hrs) Jan 1 – Dec 31 No Rollover



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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.

My signature below verifies that I understand the above information regarding the vacation accumulation and carry over.

Signature

Date