

Accrual Guidelines - Collective Bargaining Units

Bargaining Unit	Represented by:	Vacation Accruals	Additional Vacation Accruals		Personal	Sick
Administrative Services NU02 (Clerical & Secretarial)	CSEA	Accrual rate is 3.75 hours per pay period for years 1-7 after the completion of 7 years accrual rate goes to 5.75 hours. Yrs of Service Accrual Rate 1 13 days per year 2 14 days per year 3 15 days per year 4 16 days per year 5 17 days per year 6 18 days per year 7 19 days per year 8 20 days per year ** vacation credits may not exceed 40 days (300 hours) on April 1 of any year.	Completed years service 15 to 19 20 to 24 25 to 29 30 to 34 35 or more	Additional vac. Credits 1 day 2 days 3 days 4 days 5 days	Employees receive 5 days of personal leave each year on the employee's anniversary date.	All full-time employees accumulate 13 days of sick leave per year/ 3.75 hours per pay period. Sick leave credits may accumulate up to a total of 200 days.
Operational Services NU03 (Facilities)	CSEA	Accrual rate is 4 hours per pay period for years 1-7 after the completion of 7 years accrual rate goes to 6 hours per pay period. Yrs of Service Accrual Rate 1 13 days per year 2 14 days per year 3 15 days per year 4 16 days per year 5 17 days per year 6 18 days per year 7 19 days per year 8 20 days per year ** vacation credits may not exceed 40 days (320 hours) on April 1 of any year.	Completed years service 20 to 24 25 to 29 30 to 34 35 or more	Additional vac. Credits 1 days 2 days 3 days 4 days	Employees receive 5 days of personal leave each year on the employee's anniversary date.	All full-time employees accumulate 13 days of sick leave per year/ 4 hours per pay period. Sick leave credits may accumulate up to a total of 200 days.

Accrual Guidelines - Collective Bargaining Units

Bargaining Unit	Represented by:	Vacation Accruals	Additional Vacation Accruals		Personal	Sick
Institutional Services NU04 (Nurse, Lab)	CSEA	Accrual rate is 3.75 hours per pay period for years 1-7 after the completion of 7 years accrual rate goes to 5.75 hours. Yrs of Service Accrual Rate 1 13 days per year 2 14 days per year 3 15 days per year 4 16 days per year 5 17 days per year 6 18 days per year 7 19 days per year 8 20 days per year ** vacation credits may not exceed 40 days (300/320 hours) on April 1 of any year.	Completed years service 20 to 24 25 to 29 30 to 34 35 or more	Additional vac. Credits 1 days 2 days 3 days 4 days	Employees receive 5 days of personal leave each year on the employee's anniversary date.	All full-time employees accumulate 13 days of sick leave per year/ 3.75 hours per pay period. Sick leave credits may accumulate up to a total of 200 days.
Management Confidential- Classified NU06 (Support staff for MC Professional)	N/A	Accrual rate is 3.75 hours per pay period for years 1-7 after the completion of 7 years accrual rate goes to 5.75 hours. Yrs of Service Accrual Rate 1 13 days per year 2 14 days per year 3 15 days per year 4 16 days per year 5 17 days per year 6 18 days per year 7 19 days per year 8 20 days per year ** vacation credits may not exceed 40 days (300 hours) on April 1 of any year.	Completed years service 20 to 24 25 to 29 30 to 34 35 or more	Additional vac. Credits 1 days 2 days 3 days 4 days	Employees receive 5 days of personal leave each year on the employee's anniversary date.	Full-time employees who enter state service after 1/1/86 earn 8 days per year. Sick leave is credited in 4 day increments twice a year.

Accrual Guidelines - Collective Bargaining Units

Bargaining Unit	Represented by:	Vacation Accruals	Additional Vacation Accruals		Personal	Sick
Professional, Scientific & Technical Services (PS&T employees) NU05	PEF	<p>Accrual rate is 3.75 hours for 37.5 hour work schedule or 4 hours for 40 hour work schedule, per pay period for years 1-7 after the completion of 7 years accrual rate goes to 5.75 hours. (37.5 hour week) or 6 hours per pay period (40 hour week).</p> <p>Yrs of Service Accrual Rate</p> <p>1 13 days per year</p> <p>2 14 days per year</p> <p>3 15 days per year</p> <p>4 16 days per year</p> <p>5 17 days per year</p> <p>6 18 days per year</p> <p>7 19 days per year</p> <p>8 20 days per year</p> <p>** vacation credits may not exceed 40 days (300/320 hours) on April 1 of any year.</p>	<p>Completed years of service</p> <p>20 to 24</p> <p>25 to 29</p> <p>30 to 34</p> <p>35 or more</p>	<p>Additional va . Credits</p> <p>1 days</p> <p>2 days</p> <p>3 days</p> <p>4 days</p>	Employees receive 5 days of personal leave each year on the employee's anniversary date.	All full-time employees accumulate 13 days of sick leave per year/ 3.75 hours per pay period (37.5 hour week) or 4 hours per pay period (40 hour week). Sick leave credits may accumulate up to a total of 200 days.
Management Confidential-Professional NU13	Not Applicable	<p>Accrue 1.75 days per month</p> <p>1 bonus day credited on January 2nd each year.</p> <p>Vacation credits may not exceed 40 days on December 31st of any year.</p>	Not Applicable		Not Applicable	Accrue 1.75 days per month. Sick leave credits may accumulate up to a total of 200 days.

Accrual Guidelines - Collective Bargaining Units

Bargaining Unit	Represented by:	Vacation Accruals	Additional Vacation Accruals	Personal	Sick
Graduate Students Graduate/Teaching Assistants NU28	GSEU	Not Applicable	Not Applicable	Not Applicable	Following a semester of service an employee is granted 5 days for personal illness. This leave is not cumulative.
Security Services NU 21 <hr/> Agency Law Enforcement NU 31	NYSCOPBA Council 82, AFSCME	Accrual rate is 4 hours per pay period for years 1-7 after the completion of 7 years accrual rate goes to 6 hours per pay period. Yrs of Service 1 2 3 4 5 6 7 ** vacation credits may not exceed 40 days (320 hours) on October 1 of any year.	Completed years of service 20 to 24 25 to 29 30 to 34 35 or more	Additional vac. Credits 1 days 2 days 3 days 4 days	Employees receive 5 days of personal leave each year on the employee's anniversary date. All full-time employees accumulate 13 days of sick leave per year/ 4 hours per pay period. Sick leave credits may accumulate up to a total of 225 days, however no more than 200 days may be used for retirement service credit.
Professional Service Unit - Faculty NU 08	UUP	Not Applicable	Not Applicable	Not Applicable	*Faculty hired prior to 7/1/82 accrue 1.75 days per month <hr/> *Full-time faculty hired on or after 7/1/82: Yrs of Service 0-1 2 3,4,5 6 7 Accrue 1.25 days/month 1.33 days/month 1.50 days/month 1.66 days/month 1.75 days/month <hr/> * Part-time Faculty who teach: 1 course 0.25 day/month 2 courses 0.50 day/month 3 courses 1.00 day/month

Accrual Guidelines - Collective Bargaining Units

Bargaining Unit	Represented by:	Vacation Accruals	Additional Vacation Accruals	Personal	Sick																								
Professional Service Unit - Professional Employees (Non-Teaching) NU 08	UUP	<p>*Non- Teaching Professionals hired prior to 7/1/82 accrue 1.75 days per month and 1 bonus day on Jan 2 each year.</p> <hr/> <p>* Non- Teaching full-time professionals hired on or after 7/1/82:</p> <table border="1"> <thead> <tr> <th data-bbox="443 347 506 367">Yrs of Service</th> <th data-bbox="617 375 716 394">Vac Accrual</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 402 470 422">0-1</td> <td data-bbox="575 402 730 422">1.25 days a month</td> </tr> <tr> <td data-bbox="443 430 464 449">2</td> <td data-bbox="575 430 730 449">1.33 days a month</td> </tr> <tr> <td data-bbox="443 457 485 477">3,4,5</td> <td data-bbox="575 457 730 477">1.50 days a month</td> </tr> <tr> <td data-bbox="443 485 464 505">6</td> <td data-bbox="575 485 730 505">1.66 days a month</td> </tr> <tr> <td data-bbox="443 513 464 532">7</td> <td data-bbox="575 513 730 532">1.75 days a month</td> </tr> </tbody> </table> <p>Plus 1 bonus day on Jan 2 each year.</p> <hr/> <p>* Part-time Non Teaching Professionals effective 7/2/10:</p> <p>Earning up to \$12,983 accrue 0.25 days per month. Earning between \$12,984 - \$19,589 accrue 0.50 days per month. Earning between \$19,590-\$26,194 accrue 1 day per month. Earning \$26,195 or higher accrue 1.25 days per month.</p> <hr/> <p>Vacation accruals may not exceed 40 days on December 31 of any given year (pro-rated for part-time)</p>	Yrs of Service	Vac Accrual	0-1	1.25 days a month	2	1.33 days a month	3,4,5	1.50 days a month	6	1.66 days a month	7	1.75 days a month	Not Applicable	Not Applicable	<p>*Non- Teaching Professionals hired prior to 7/1/82 accrue 1.75 days per month</p> <hr/> <p>* Non- Teaching full-time professionals hired on or after 7/1/82:</p> <table border="1"> <thead> <tr> <th data-bbox="1394 326 1457 345">Yrs of Service</th> <th data-bbox="1568 354 1646 373">Accrue</th> </tr> </thead> <tbody> <tr> <td data-bbox="1394 381 1421 401">0-1</td> <td data-bbox="1526 381 1682 401">1.25 days a month</td> </tr> <tr> <td data-bbox="1394 409 1415 428">2</td> <td data-bbox="1526 409 1682 428">1.33 days a month</td> </tr> <tr> <td data-bbox="1394 436 1436 456">3,4,5</td> <td data-bbox="1526 436 1682 456">1.50 days a month</td> </tr> <tr> <td data-bbox="1394 464 1415 483">6</td> <td data-bbox="1526 464 1682 483">1.66 days a month</td> </tr> <tr> <td data-bbox="1394 492 1415 511">7</td> <td data-bbox="1526 492 1682 511">1.75 days a month</td> </tr> </tbody> </table> <hr/> <p>* Part-time Non Teaching Professionals effective 7/2/10:</p> <p>Earning up to \$12,983 accrue 0.25 days per month. Earning between \$12,984 - \$19,589 accrue 0.50 days per month. Earning between \$19,590-\$26,194 accrue 1 day per month. Earning \$26,195 or higher accrue 1.25 days per month.</p> <hr/> <p>Sick leave credits may accumulate up to a total of 200 days.</p>	Yrs of Service	Accrue	0-1	1.25 days a month	2	1.33 days a month	3,4,5	1.50 days a month	6	1.66 days a month	7	1.75 days a month
Yrs of Service	Vac Accrual																												
0-1	1.25 days a month																												
2	1.33 days a month																												
3,4,5	1.50 days a month																												
6	1.66 days a month																												
7	1.75 days a month																												
Yrs of Service	Accrue																												
0-1	1.25 days a month																												
2	1.33 days a month																												
3,4,5	1.50 days a month																												
6	1.66 days a month																												
7	1.75 days a month																												