

**ACCRUAL OF LEAVE CREDITS FOR PROFESSIONAL EXEMPT EMPLOYEES
OF THE RESEARCH FOUNDATION OF BINGHAMTON UNIVERSITY**

NOTES:

1. Scheduling of leave time to be taken must be done with the approval of the Supervisor.
2. Part-time employees who have appointment with 50% or greater effort (18.75 hours per 37.5 hour week) accrue leave on a pro-rated basis.
3. Employees working less than 50% or whose appointment is less than six months will not accrue leave.
4. Leave must be charged in quarter day increments. Balances must be rounded to two decimal places.

VACATION:

Employees do not accrue vacation leave credits during the first six months of their appointment. At the completion of their sixth month of employment, the employee will be credited with the vacation accrual from the date of their appointment at the accrual rates below. Employees may accumulate in excess of 40 days during a calendar year; however, no more than 40 days may be carried forward from calendar year to calendar year. When employment is terminated, employees will be paid for a maximum of 30 days of accrued but unused vacation.

SICK LEAVE:

Sick leave is accrued at the rates below and may be carried forward from year to year up to a maximum of 200 days. Eligibility to use sick leave occurs as it is accrued. An employee absent on sick leave, other than family leave, for 5 or more consecutive days is required to produce a RETURN TO WORK form filled out by a physician before returning to work. No payments are made for accrued but unused sick leave when an employee leaves the Research Foundation payroll. However, under specific conditions the value of unused sick leave may be credited to the former employees' retirement contract.

LEAVE ACCRUAL RATES - VACATION AND SICK LEAVE:

Professional employees will accrue vacation and sick leave at the following rates:

MONTHS OF SERVICE	VACATION ACCRUAL/MONTH	VAC. ACCRUAL MAX/YEAR	SICK ACCRUAL/MONTH	SICK ACCRUAL MAX/YEAR
0 - 24	1.33	16 days	1.25	15 days
25 - 36	1.42	17 days	1.33	16 days
37 - 72	1.58	19 days	1.50	18 days
73 - 84	1.75	21 days	1.67	20 days
85+	1.83	22 days	1.75	21 days

FAMILY ILLNESS / BEREAVEMENT:

An employee may charge up to 15 days of accrued sick leave per calendar year for a death or illness of an immediate family member. (Immediate family member is defined as: parent, child, spouse, sibling, parent-in-law, grandparent, grandchild, or any person with whom the employee makes his/her home.)

HOLIDAY TIME:

Employees are entitled to twelve holidays per year: New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day (4th of July), Labor Day, Columbus Day, Veteran's Day, Election Day, Thanksgiving, and Christmas. When an employee works on a holiday, an equivalent day is granted for holiday time. Holiday leave can be accumulated and carried forward; however, any unused leave at termination will be lost.