

PAID TIME OFF (PTO) – Eligibility and Accrual Chart

Sick Time

Eligibility	Accrual (Based on your regular schedule)	Carry Over (up to)
Non-exempt Staff working 36.25 or 40 hours per week (includes Temporary Staff)	40 hours. Sick time is accrued per pay period.	40 hours each year
Non-Exempt working between 17-29 hours per week (includes Temporary Staff)	Accrues 1 hour for every 30 hours worked. Sick time is accrued per pay period.	20 hours each year

Eligibility	Accrual (Based on your regular schedule)	Carry Over (up to)
Exempt Staff/12 Month Faculty	40 hours. Sick time is accrued per pay period.	40 hours each year
Exempt Part Time working between 17-29 hours per week	Accrues 1 hour for every 30 hours worked. Sick time is accrued per pay period.	20 hours each year

Vacation Time

Eligibility	Accrual (Based on your regular schedule)	Carry Over
Non-exempt Full Time – 40 hours per week	Employees with 1 to 5 years of service: 120 hours or 3 weeks of vacation time per year. Accrued per pay period	As of December 2025 , the maximum number of hours allowed to carry over will be 80 hours.
	Employees with 5 or more years of service: 160 hours or 4 weeks of vacation time per year. Accrued per pay period	As of December 2025 , the maximum number of hours allowed to carry over will be 80 hours.

Non-exempt Full Time – 36.25 hours per week	Employees with 1 to 5 years of service: 108.75 hours or 3 weeks of vacation time per year. Accrued per pay period	As of December 2025 , the maximum number of hours allowed to carry over will be 72.5 hours.
	Employees with 5 or more years of service: 145 hours or 4 weeks of vacation time per year. Accrued per pay period	As of December 2025 , the maximum number of hours allowed to carry over will be 72.5 hours.
Non-exempt Full Time – 30 hours	Employees with 1 to 5 years of service: 90 hours or 3 weeks of vacation per year. Accrued per pay period	As of December 2025 , the maximum number of hours allowed to carry over will be 45 hours.
	Employees with 5 or more years of service: 120 hours or 4 weeks of vacation per year. Accrued per pay period	As of December 2025 , the maximum number of hours allowed to carry over will be 60 hours.
Non-exempt Part Time - 20 hours	Employees with 1 to 5 years of service: 60 hours or 3 weeks of vacation per year. Accrued per pay period	As of December 2025 , the maximum number of hours allowed to carry over will be 30 hours.
	Employees with 5 or more years of service: 80 hours or 4 weeks of vacation per year. Accrued per pay period	As of December 2025 , the maximum number of hours allowed to carry over will be 40 hours.
Exempt Full Time – 40 hours per week and 12-month Faculty	Employees will accrue 4 weeks. Accrued per pay period	As of December 2025 , the maximum number of days allowed to carry over will be 10
Exempt Full Time – 30 hours per week	Employees will accrue 3 weeks. Accrued per pay period	As of December 2025 , the maximum number of days allowed to carry over will be 7.5

Paid Personal Time

Eligibility	Accrual (Front Loaded)	Usage
Exempt and Non-exempt Staff and 12-month Faculty	Employees will receive 4 days of paid personal time, which is issued on January 1st each year. For new hires it will be prorated based on the date of hire. For non-exempt staff the days will be paid based upon regularly scheduled hours.	Paid Personal Time must be used by December 31st of the year in which it is issued and will not be paid if not used when leaving the university.
Less than 12-month staff	Prorated based on their start date and their annual term.	Paid Personal Time must be used by December 31st of the year in which it is issued and will not be paid if not used when leaving the university.