



Paid Time Away Policy Questions and Answers

This Q & A is meant to answer questions the campus community may have regarding upcoming changes to Ithaca College's Paid Time Away (PTA) policy.

When does the change in the Paid Time Away policy take effect for eligible staff?

June 1, 2020. Until the new policy goes into effect on June 1, 2020, all newly benefit-eligible staff will continue to have vacation, sick, and personal leave PTA front-loaded in accordance with current policy.

What is changing?

Vacation and sick PTA will be accrued on a per pay period basis beginning with the first full pay period after June 1, 2020. Personal leave will continue to be front loaded on a fiscal year basis as it is now.

Will the amount of PTA I currently earn be reduced with the new policy?

No. The amount of annual vacation, sick, and personal time will not change.

Will the maximum balances for vacation or sick leave change?

No. The amount of vacation accrued will continue to be capped at 1.5 times your annual amount and sick leave will remain at 10 times your annual amount.

Vacation Payment at Termination

At termination of employment, employees will receive any vacation balance up to the maximum allowed provided they successfully completed their probationary period and gave the required amount of resignation notice.

My annual amount of vacation PTA is 120 hours and the maximum I can accrue is 180 hours. As of June 1, 2020, how much below my maximum will I have to be in order to accrue for the first pay period in June 2020?

You will need to be under the maximum by at least the amount you would accrue in a pay period. For example, if you accrue 4.61 hours per pay period and your maximum is 180 hours, you will need to have your balance under 175.39 hours in order to receive the next full per pay period accrual amount.

How much Personal PTA will I receive and when?

Due to the change in the beginning of the fiscal year to July 1, employees will be front loaded with the regular 3 personal days and an additional 1 month worth of personal leave (one-twelfth of 3 days) equal to 3.25 days in the first full pay period after June 1, 2020. This amount will be prorated for employees working less than full-time. Beginning July 1, 2021, the annual personal leave allowance employees will be front loaded will revert to 3 days since it will then again be covering a 12-month period.

How do I know what my annual vacation allowance and maximum balance is?

The amount of vacation PTA an employee receives is based on their benefit group, length of eligible service, and average number of scheduled work hours per day. For most staff the average workday will be 7.5 or 8.0 hours. The chart below shows the amount of vacation time granted on a yearly basis, at different lengths of service, for employees who work 7.5-hour days (37.5-hour weeks) and employees who work 8.0-hour days (40-hour weeks).

Benefit Group I (Management Professional Job Group, Levels IV and V)

Months of Service	Number of Days Per Year	7.5 Hours Per Day: Annual Amount	Maximum Balance
1 – 240 Months	22 Days	165.0 Hours	247.5 Hours
121 Months+	25 Days	187.50 Hours	281.25 Hours

Benefit Group II (All Job Groups and Levels EXCEPT Management Professional Levels IV and V)

Months of Service	Number of Days Per Year	7.5 Hours Per Day: Annual Amount	Maximum Balance	8 Hours Per Day: Annual Amount	Maximum Balance
1 – 120 Months	15 Days	112.5 Hours	168.75 Hours	120 Hours	180 Hours
121 – 240 Months	20 Days	150 Hours	225 Hours	160 Hours	240 Hours
241 Months+	25 Days	187.5 Days	281.25 Hours	200 Hours	300 Hours

When will I see my accrued time added to my PTA balances?

Balances will be adjusted at the end of each pay period.

How do I calculate how much vacation and sick leave PTA I will earn each pay period?

Use the chart above to find what your annual hourly allotment is and divide that by the number of pay periods you are paid in the year. The result is how much vacation you will accrue each pay period.

Vacation Example: If your annual allotment of vacation leave is 120 hours and you are paid 26 times per year, the calculation would be: $120 \text{ hours} / 26 \text{ pay periods} = 4.62 \text{ hours per pay period}$.

Sick Leave Example: If your annual allotment of medical leave is 96 hours and you are paid 26 times per year, the calculation would be: $96 \text{ hours} / 26 \text{ pay periods} = 3.69 \text{ hours per pay period}$.

How are non-standard annual vacation rates calculated?

Percent of full-time will be used to calculate the annual amount of vacation for employees who work a non-standard schedule. The amount will be based on the standard scheduled work hours recorded for the position.

Prorated part time annual amount = (Full time annual amount) X (Scheduled annual work hours/Full time scheduled annual work hours).

Non-Standard Example: If an employee works 25 hours per week, 52 weeks per year = 1300 hours per year. $(120 \text{ hours}) \times (1300 \text{ hours per year} / 2080 \text{ hours per year}) = 75 \text{ hours per year}$.

Annual Medical Leave Allowance and Maximum Balance (Based on a Full-time Schedule)

The amount of medical leave an employee accrues is based on the average number of scheduled work hours per day and the number of months worked in the fiscal year. For most employees the average workday will be 7.5 or 8.0 hours. The chart in this section shows the amount of medical leave accrued on a yearly basis, for employees who work 7.5-hour days (37.5-hour weeks) and employees who work 8.0-hour days (40-hour weeks).

Number of Days Per Year	7.5 Hours Per Day: Annual Amount	Maximum Balance	8 Hours Per Day: Annual Amount	Maximum Balance
12 Days	90 Hours	900 Hours	96 Hours	960 Hours