

State University of New York
Purchase College
Classified Time and Accrual Record

Last Name (Print) First Name (Print)
 SS# Last 4 digits only -
 Line #

Eligible Vet. Eligible Former Reservist
 Effective Date of Military Leave

Normal Work Week (Check one)
 37.5 hrs 40 hrs Other Hrs wrkd

Extra Payment - Night Shift Differential 6pm to 6am
 Full time Nights Part-time Nights

Continuous Service Date
 Anniversary Date
 Last day of Pay Period

Dates			Time In/Time Out						Present					Chargable Absences							Billable				
Day	Month	Date	In	Out	In	Out	In	Out	REG	Shift	OVT HRS	OVT M or V*	Ovr 40 Comp	37.5 Comp	Vac	Sick	Pers	Hol	*LW OP	*LW HP	*LW FP	MIL LV	OT Acct		
Thur																									
Fri																									
Sat																									
Sun																									
Mon																									
Tue																									
Wed																									
Total HRS Week 1																									
Thur																									
Fri																									
Sat																									
Sun																									
Mon																									
Tue																									
Wed																									
Total HRS Week 2																									
Grand Wkly Totals																									

Accrual Summary					Vac	Sick	Pers	Hol	Ovr 40 Comp	37.5 Comp	Remarks	<u>Payroll Use Only</u>			OT Hrs	0:00		
Beginning Balance (from previous pay period)															OT Hrs	0:00		
Earned this pay period													OT					
Bonus Vacation													PS 6					
Sub-total													Meals					
Used (from this pay period)													Hol.					
Ending Balance (of this pay period)														Cash out of Ovr 40/37.5 Comp				

*M = Mandatory or V = Voluntary, LWOP=Leave without pay / LWHP=Leave with half pay / LWFP=Leave with full pay / MIL LV=Military Leave
 *All LWOP, LWHP and LWFP must be approved in advance by Human Resources.

Employee Signature Date Supervisor Signature Date

ATTENTION: Employee and Supervisor - By signing this timesheet I certify that this is a true and correct attendance and absence record. All leave taken have been in accordance with the NYS State Rules of Attendance

VACATION

Full-time employees earn at the rate of one-half (1/2) day per pay period **after completing** 13 pay periods following initial employment (6 months).

Employees with completed years of continuous service from year one (1) to year seven (7) earn thirteen (13) days* plus one (1) extra **bonus day****.

In years eight (8) to thirty-five or more (35+), CSEA employees earn a total of twenty (20) vacation days*** **plus one (1) extra hour every three (3) months**. The one (1) extra hour is added automatically to timesheets if it's missing.

Part-time employees who work a regular schedule of at least half time, earn accruals on a pro-rated basis.

On April 1st of each fiscal year, accumulated vacation credits in excess of 40 days are forfeited.

*Four (4) hours per pay period (total 26 pay periods) = 104 hours/eight (8) hours= 13 days

Bonus days are added each year in a pay period closest to an employee's anniversary date. **Bonus days ARE NOT GRANTED TO EMPLOYEES IN ISU AND OSU in years eight (8) to nineteen (19).

***six (6) hours per pay period (**plus one (1) extra hour every three (3) months**) = one hundred sixty (160) hours/eight (8) hours = 20 days) for years 8 to 35+

****ASU=Administrative Service unit, OSU=Operational Service Unit, ISU=Institutional Service Unit. Employees in OSU work 8 hours per day. Employees in ASU work 7.5 hours per day

COMPLETED YEARS OF SERVICE

VACATION EARNED (INCLUDING BONUS DAYS)

Negotiating Unit (ASU, ISU, **OSU**)****

1	14 DAYS (13 days* + 1 bonus days**)
2	15 DAYS (13 days + 2 bonus days)
3	16 DAYS (13 days + 3 bonus days)
4	17 DAYS (13 days + 4 bonus days)
5	18 DAYS (13 days + 5 bonus days)
6	19 DAYS (13 days + 6 bonus days)
7	20 DAYS (13 days + 7 bonus days)
ASU ONLY	
8 to 14	20 days (approx. 1.5 days every 4 weeks)
15 to 19	21 days
20 to 24	22 days
25 to 29	23 days
30 to 34	24 days
35 or more	25 days
ISU and OSU ONLY	
8 to 19	20 days***
20 to 24	21 days (20 days + 1 bonus day)
25 to 29	22 days (20 days + 2 bonus day)
30 to 34	23 days (20 days + 3 bonus day)
35 or more	24 days (20 days + 4 bonus day)

NOTE: IT IS THE RESPONSIBILITY OF EACH EMPLOYEE TO MAINTAIN THEIR TIME RECORDS. IF AN EMPLOYEE HAS ANY QUESTIONS REGARDING THEIR ACCRUALS/UPDATES, THEY CAN SUBMIT AN EMAIL REQUEST TO SUSAN.CILIBERTI@PURCHASE.EDU.

HOLIDAYS

Eligible for up to 13 holidays per year.

Paid Parental Leave (PPL)

Employees who have been approved for PPL do not earn accruals or observe holidays

SICK LEAVES

Full-time employees earn sick leave at the rate of one-half day per pay period (13 days/year total), up to an accumulated maximum of 225 days. Part-time employees who work at least half time earn on a pro-rated basis.

PERSONAL LEAVE

Credited with 5 days (forty (40) hours) of personal leave upon appointment and 5 days each year on personal leave anniversary date. Personal leave is not cumulative. Any unused leave, remaining at the close of business the day preceding the personal leave anniversary date, is forfeited. NOTE: an employee's personal leave anniversary date may change.