

MONTHLY LEAVE RECORD
CALENDAR OR COLLEGE YEAR OBLIGATION FOR UNCLASSIFIED STAFF

Management/Confidential Staff accrue 1.75 days of sick leave and annual leave per month.

Full-Time Staff covered by the UUP agreement accrue sick leave and annual leave according to the following schedule:

Years of Service	Accrual Rate
0-1	1.25 days per month
2	1.33 days per month
3-4-5	1.50 days per month
6	1.66 days per month
7 or more	1.75 days per month

Part-Time Staff accrue sick leave and annual leave credits and submit to maximum accrual limits based upon the following schedule:

Annual Salary	Accrual Rate
Up to \$11,224	.25 of a day per month
\$11,225 to \$16,837	.50 of a day per month
\$16,838 to \$22,449	1.00 of a day per month
\$22,450 or higher	1.25 days per month

*A staff member required to work on a legal State holiday occurring Monday through Friday is credited with a day of leave termed "Holiday Leave". As part of the UUP contract, section 23.5, under holiday leave, it is determined that compensatory (holiday time) shall be scheduled at times mutually convenient to the employee and the university and used within one year of accrual or forfeited. Absences for a part of a workday should be reported rounded to the nearest ¼ day.

*Non-Exempt Staff members required to work in excess of 40 hours per week, or on a legal State holiday occurring Monday through Friday, are credited with leave termed "Holiday Leave". Time worked in excess of 40 hours per week may be accrued (and such accruals beyond 240 hours are paid) at the rate of time and one-half.

Holidays

The following holidays in 2007 have been designated by the State of New York for all state employees except academic year faculty. Reduced staffing in most administrative support areas can be expected. Please plan ahead.

2007

Monday, January 1	New Year's Day
Monday, January 15	Dr. Martin Luther King, Jr. Day
Monday, February 12	Lincoln's Birthday
Monday, February 19	Washington's Birthday (Observed)
Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Monday, October 8	Columbus Day
Tuesday, November 6	Election Day
Monday, November 12	Veteran's Day (Observed)
Thursday, November 22	Thanksgiving Day
Tuesday, December 25	Christmas Day