

SUNY Maritime College  
**Accrual Guidelines for UUP Professionals Paid on an Hourly Basis**  
09/01/2014

**Vacation & Sick Leave**

Part-time academic and professional employees paid on an hourly basis who have scheduled weekly hours which require them to regularly be on campus the equivalent of at least one day per week and whose professional obligations are primarily other than teaching classes, shall be eligible to accrue vacation and sick leave in accordance with the compensation requirements for part-time professional employees as specified below.

Effective July 1, 2014

Professional employees who earn:	Receive:
Up to \$13,243	1/4 day per month
\$13,244 to \$19,981	1/2 day per month
\$19,982 to \$26,718	1 day per month
\$26,719 or higher	1 1/4 day per month

To accrue credits for vacation and sick leave during each month, eligible part-time employees paid on an hourly basis must be in pay status consistent with their part-time service for such month, or **\*major fraction** thereof. A part-time employee who is employed on an hourly basis whose professional obligation (work schedule) is less than a **day of work** per week (defined as 8 hours – see below), shall not be considered an eligible employee for purposes of accrual of vacation and sick leave or for observance of holidays with pay.

**\*Major Fraction:**

Must work or charge accruals for 51 % of scheduled work days in order to earn accruals each month.

According to appendix A-36 of the UUP Agreement:

*Solely as a matter of computational convenience for purposes of creating a schedule for accruing and using leave under Article 23 for part-time professional employees; part-time academic employees whose professional obligations, as determined by the President, are primarily other than teaching; and full-time employees whose assigned daily professional obligation varies in length during the course of the work week, the parties have defined a "day" as eight hours. This definition is not intended by either party to have any wider application than the specific and limited use in Article 23 and does not reflect any agreement or acknowledgement by either party as to the length of a work day.*

<b><u>Number of days per month scheduled</u></b>	<b><u>Number of days per month employee must work to earn accruals</u></b>
20 (at least 8 hours total per week)	11
16 (at least 8 hours total per week)	9
12 (at least 8 hours total per week)	7
8 (at least 8 hours total per week)	5
4 (at least 8 hours total per week)	3

**Authorization for Use:** Vacation shall be taken at such times as shall be approved by the employee's Supervisor.

**Charges:** Hourly professional employees who are on vacation or absent because of illness or disability shall not be required to charge vacation leave/sick leave for any day upon which the employee would not have been required to be available to work had the employee not been on vacation or sick/disabled. Vacation/sick leave

accruals **must be charged in 1/4, 1/2, 3/4 or 1 day increments.** The Supervisor is responsible for setting the employee's work schedule and ensuring Payroll has a copy of the **fixed** work schedule. The following chart will help you with charging your accruals.

<u># of hours taken</u>	<u>What you should charge</u>
8	1 day
7	1 day
6	3/4 day
5	3/4 day
4	1/2 day
3	1/2 day
2	1/4 day
1	1/4 day

### **Payments**

**Hourly employees are eligible to be paid only for the number of hours they are regularly scheduled to work on days being charged to accruals (e.g. if on vacation on a day on which they are regularly scheduled to work 4 hours, the payment would be for 4 hours and the charge to vacation accruals would be 1/2 day.** An hourly employee will not be paid for more than the number of hours they are regularly schedule to work on days charged to vacation and sick leave or to holiday compensatory days.

### **Holiday Leave**

**UUP represented employees who are paid on an hourly basis and work at least 8 hours per week are eligible to observe the following days prescribed by law as holidays when they occur on a day on which such employees are regularly scheduled to work: New Year's Day, Martin Luther King, Jr. Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Election Day, Thanksgiving Day and Christmas Day.** A part-time employee who is employed on an hourly basis, whose professional obligation is less than **a day of work per week**, shall not be considered an eligible employee for purposes of holiday leave.

**Such employees who are not required to work when a holiday falls on a day they are regularly scheduled to work will be paid for their normal hours for that day. When an hourly employee eligible to observe holidays is required to work on a holiday he/she will be paid for the hours worked and will also accrue a holiday in accordance with the following schedule. If the holiday is Thanksgiving or Christmas such employee who is required to work on such holiday shall be paid for the hours worked and will also accrue one and one-half compensatory days using the following schedule.**

Compensatory days off shall be scheduled at times mutually convenient to the employee and the supervisor, and used within one year of accrual or forfeited.

<u># of hours worked on holiday</u>	<u>What you should earn in holiday accrual</u>
8	1 day
7	1 day
6	3/4 day
5	3/4 day
4	1/2 day
3	1/2 day
2	1/4 day
1	1/4 day