



Paid Time Off - Personal Days/Sick Days/Floating Holiday/Vacation

Centenary University offers employees personal days, sick days, floating holiday, and vacation as outlined below.

Personal Days

Two (2) personal days are granted to benefit eligible full-time employees who work 12 months per year. They are accrued as follows:

- one Personal Day is accrued when the employee is actively at work from July 1 through December 31
- one Personal Day is accrued when the employee is actively at work from January 1 through June 30

Sick Days

Full-time Employees (Officers of the University, Administrative Officials, Administrative Employees and Service Staff)

Full-time employees scheduled to work 35 hours per week over 12 months accrue sick leave at the rate of 0.83 days per full month of service, or 10 days per year.

Full-time employees scheduled to work 35 hours per week over 9, 10 or 11 months accrue sick leave at the rate of 0.83 days per month of service, times the number of months scheduled to work.

Carryover of sick time for full-time employees: The maximum number of sick days in an employee's sick bank is 25. This includes both carryover sick time and current year sick time accruals. When there are 25 sick days in the sick bank, no further accruals are added until the sick bank falls below 25 days, in which case it may be brought up to the 25 day maximum in the next fiscal year.

Part-time Employees

Please refer to the New Jersey Paid Sick Leave policy at <http://www.centenaryuniversity.edu/new-jersey-paid-sick-leave/>.

Faculty

Effective July 1, 1989, full-time Faculty accrue sick leave at the rate of 5 days for the Spring Semester and 5 days for the Fall Semester. Sick days are not accrued during other sessions or semesters.

The number of sick days earned during the Fall or Spring semester will be prorated if a Faculty member works only a portion of the semester.

Faculty must report each sick absence to the Office of Academic Affairs so that an Absence Report can be completed.

For part-time employees (including Adjuncts): Please refer to the New Jersey Paid Sick Leave policy (<http://www.centenaryuniversity.edu/new-jersey-paid-sick-leave/>).

All Centenary employees must enter their paid time off requests (including sick time requests) into ADP at www.workforcenow.adp.com.

Please refer to the full Sick Leave policy at <https://www.centenaryuniversity.edu/human-resources/policies-and-notices/>.

Floating Holiday

If the University announces a Floating Holiday in the annual holiday announcement, a new employee must work six (6) months during the fiscal year prior to being eligible for any Floating Holiday. A Floating Holiday may be taken in units of one (1) day or half a day (1/2). Any employee who works less than 12 months per year and part-time employees are ineligible for this benefit.

Vacation Days

Vacation Accrual for Full-time Employees:

Executive Staff: Vacation accrues at the rate of 1.83 days for each month worked, up to a maximum of 22 days per fiscal year.

Faculty: Full-time Faculty in designated positions who are authorized to work 12 months per year accrue vacation at the rate of 1.67 days per month of full-time service, up to a maximum of 20 days per fiscal year.

Administrative Official (AO): Administrative Officials hired on and after July 1, 1989, accrue vacation at the rate of 1.25 days per month of full-time service, up to a maximum of 15 days per fiscal year.

After five (5) years of continuous service, AO's accrue vacation at the rate of 1.67 days per month of full-time service up to a maximum of 20 vacation days per fiscal year.

Administrative Employee (AE) and Service Staff (SS): Administrative Employees and Service Staff accrue vacation at the rate of .83 day for each month of full-time service, up to a maximum of 10 vacation days for the first five years of service.

After five (5) years of continuous service, full-time AE's and SS's are eligible to accrue 15 vacation days per fiscal year, accrued at the rate of 1.25 days per month worked.

Vacation Accrual for Part-time Employees Who Work 12 Months Per Year:

Administrative Officials, Administrative Employees, and Service Staff:

Job classifications defined by a 35-hour full-time work week:

- Authorized and scheduled to work between 25-34 hours per week:
7.5 vacation days accrued per fiscal year at the rate of .63 days per month for eligible part-time service
- Authorized and scheduled to work between 20-24 hours per week:
5 vacation days accrued per fiscal year at the rate of .42 days per month for eligible part-time service

Job classifications defined by a 40-hour full-time work week:

- Authorized and scheduled to work between 28 and 39 hours per week:
7.5 vacation days accrued per fiscal year at the rate of .63 days per month for eligible part-time service

All Centenary employees must enter their paid time off requests (including sick time requests) into ADP at www.workforcenow.adp.com.

Vacation Carryover:

Vacation time accrued during the fiscal year (July 1 to June 30) should be used during the same fiscal year. However, up to and including five (5) unused vacation days may be carried over into the next fiscal year to be used by December 31 of that year.

Any carryover vacation days must be used by December 31 of the same calendar year or the carryover vacation will be forfeited as of each December 31.

In the event that an employee terminates employment prior to December 31, the payout of unused, accrued vacation and carryover vacation is limited to the employee's maximum annual vacation accrual. Payout of vacation carryover days will be paid at the same rate at which the employee was being paid at the time the vacation carryover days were accrued.

Paid Time Off & Termination of Employment
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Unused, accrued vacation days and personal days may not be taken during the resignation notice period and may not be added to the last date worked when giving notice of voluntary resignation. Please refer to the *Separation from Employment* policy at <https://www.centenaryuniversity.edu/human-resources/policies-and-notice/>.

Unused, accrued vacation days will be paid to the employee in accordance with the vacation policy after separation of employment as long as the employee has successfully completed the Introductory Evaluation Period. This payment will be made separately from the regular paycheck. Vacation payout is prorated based on the amount of time actually worked during the fiscal year. If an employee has used more vacation days than they have accrued at the time of their termination, that amount will be deducted from their last paycheck. For payout of vacation carryover days, please refer to Vacation Carryover section above.