**Summary:**

This table defines the time-off adjustments (if any) made when employee class/career stream is reclassified (i.e., S4 reclassifies to P3), including when employee voluntarily transfers. Helpful resources include:

* [Career Stream and Levels](https://www.purdue.edu/hr/mngcareer/carpath/jbstruc.php)
* [Position Fields Overview](https://sharepoint.purdue.edu/sites/treasurer/bpr/training/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/treasurer/bpr/training/Shared%20Documents/Position%20Fields%20Overview.docx&action=default)
* [Employee Data Change QRGS](https://sharepoint.purdue.edu/sites/treasurer/bpr/training/SitePages/edcTR.aspx?_ga=2.127034185.516748183.1641998922-1911264076.1606917667)
* [Summary of Leaves Polices for Administrative and Operational Support, Police and Fire and Skilled Trades](https://www.purdue.edu/hr/Benefits/LTD/pdf/Purdue_Leaves_AdminOps.pdf)
* [Summary of Leaves Policies for Faculty, Executive, Management, Professional, Continuing Lecturer, Postdoctoral Research, Clinical Intern, Clinical Resident](https://www.purdue.edu/hr/Benefits/LTD/pdf/Purdue_Leaves_Faculty.pdf)

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| --- | --- | --- | --- |
| **FROM** | **TO** | **LEAVE TYPE** | **ADJUSTMENTS** |
| * Grandfathered Op Tech | * Support S3-S4 * Service S3-S4 * Police, Fire, Skilled Trade SK3-SK4 * Professional P1-P3 * M/P Professional P4-P6 * Management M1-M2 * M/P Management M3-M6 | All | * No change in Time Off Benefits |
| * Support S1-S4 * Service S1-S4 * Police, Fire, Skilled Trade SK1-SK4 | * Professional P1-P3 * M/P Professional P4-P6 * Management M1-M2 * M/P Management M3-M6 | [Vacation](http://www.purdue.edu/policies/human-resources/c-46.html#vacation) | * All existing vacation accruals will transfer to the new position * Entitled to vacation accrual per [leave policy guidelines](https://www.purdue.edu/policies/human-resources/vie2.html#vacation) based on new position * May carry forward monthly a maximum of 44 days (352 hours) * Accrual is based on the length of service and FTE. This includes all time in a benefits eligible position, not from the date of the transfer. |
| [Sick Leave](http://www.purdue.edu/policies/human-resources/c-46.html#sick) | * Effective with the date of the transfer, employee is eligible for sick leave allotment per [leave policy guidelines](https://www.purdue.edu/policies/human-resources/vie2.html#sick) based on new position. * Annual Allotment (January 1) is based on the length of service and FTE. This includes all time in a benefits eligible position, not from the date of the transfer * Prior accrued sick leave hours do not carry forward and no longer eligible for formula based sick leave payout at retirement. |
| [Personal Business](http://www.purdue.edu/policies/human-resources/c-46.html#PBD) | * Employee is now eligible for three Personal Business Days each fiscal yr. * Do NOT carry forward from one fiscal year to the next. |
| [Unpaid Leave](http://www.purdue.edu/policies/human-resources/c-46.html#personal) | * This leave is discretionary - requests will be considered in light of employee, departmental and University needs. |
| [Short-Term Disability](http://www.purdue.edu/hr/Benefits/STD.html) | * Not eligible. If previously elected, deduction/coverage stops. |
| [Long-Term Disability](http://www.purdue.edu/hr/Benefits/ltd.html) | * Move to 180-calendar day elimination period. |
| [Jury Duty/Court Witness](http://www.purdue.edu/policies/human-resources/vie2.html#juryduty)  [Bereavement](http://www.purdue.edu/policies/human-resources/vie2.html#bereave)  [Military](http://www.purdue.edu/policies/human-resources/vie2.html#military)  [Family Medical Leave](http://www.purdue.edu/policies/human-resources/vie1.html)  [Paid Parental Leave](http://www.purdue.edu/policies/human-resources/vie3.html)  [Terminal Vacation](http://www.purdue.edu/policies/human-resources/c-46.html#vacation)  [Worker’s Compensation](http://www.purdue.edu/hr/Benefits/wc.html) | * No Change |
| * Grandfathered Op Techs * Professional P1-P3 * M/P Professional P4-P6 * Management M1-M2   M/P Management M3-M6 | * Support S1-S2 * Service S1-S2 * Police, Fire, Skilled Trade SK1-SK2 * Support S1-S4 * Service S1-S4   Police, Fire, Skilled Trade SK1-SK4 | [Vacation](http://www.purdue.edu/policies/human-resources/c-45.html#vacation)  [Sick Leave](http://www.purdue.edu/policies/human-resources/c-45.html#sick)  [Personal Business](http://www.purdue.edu/policies/human-resources/c-46.html#PBD)  [Unpaid Leave](http://www.purdue.edu/policies/human-resources/c-45.html#personal)  [Short-Term Disability](http://www.purdue.edu/hr/Benefits/STD.html)  [Long-Term Disability](http://www.purdue.edu/hr/Benefits/ltd.html)  [Jury Duty/Court Witness](http://www.purdue.edu/policies/human-resources/vie2.html#juryduty)  [Bereavement](http://www.purdue.edu/policies/human-resources/vie2.html#bereave)  [Military](http://www.purdue.edu/policies/human-resources/vie2.html#military)  [Family Medical Leave](http://www.purdue.edu/policies/human-resources/vie1.html)  [Paid Parental Leave](http://www.purdue.edu/policies/human-resources/vie3.html)  [Terminal Vacation](http://www.purdue.edu/policies/human-resources/c-45.html#vacation)  [Worker’s Compensation](http://www.purdue.edu/hr/Benefits/wc.html) | * All existing vacation accruals will transfer to the new position * Entitled to vacation accrual per [leave policy guidelines](https://www.purdue.edu/policies/human-resources/vie2.html#vacation) based on new position * Accrual is based on the length of service and FTE. This includes all time in a benefits eligible position, not from the date of the transfer * Employees may carry forward a maximum of 40 vacation days (320 hours) each calendar year * Effective with the date of the transfer, employee is eligible for sick leave per [leave policy guidelines](https://www.purdue.edu/policies/human-resources/vie2.html#sick) based on new position * To calculate how much sick leave is available at the time of the transfer, calculate based on the employee’s current FTE as if they were in a support or service position from their benefits eligibility date (date they were hired into a benefits eligible position) * If full-time they are eligible for two normal workweeks per year. (3.1 hours accrued per pay period for a full time employee.) * Employee may transfer the maximum amount of sick leave they would have accrued at the rate of 80 hours per year, or proportionate to FTE, from their benefits eligibility date. Less any sick leave used in the previous 365 days. * The maximum amount an employee may transfer is 1,000 hours. * If the employee used more in their prior position than they would have had available in their new position, then they start with 0 hours available.   (Example: Date of transfer is 1/1/2020, FTE is 100%, benefits eligibility date was 1/1/2016 and the employee has used 80 hours in the last 365 days.    80 hours  x 4 years  320 hours (max. available)   320 hours (max. available) - 80 hours (usage in last 365 days)  240 hours available upon   transfer   * Eligible for formula based payout of sick leave if Official Retiree at the time of termination. 25% of the first 500 hours and 100% of the remaining hours above 500. * No longer eligible * This leave is discretionary and requests will be considered in light of employee, departmental and University needs. * Now eligible for Short-Term Disability benefits if employed for more than one year. Employee can contact Human Resources at 765-494-2222 to get enrolled mid-year. This is optional, not mandatory. Will also be offered at the next open enrollment for benefits. * Eligible for benefits after a 90-calendar day elimination period. * No Change |