

Recording Paid & Unpaid Leave

There have been many changes brought about with OnePurdue. One change is that OnePurdue tracks all leaves for faculty and staff groups in hours. This has resulted in a need to clarify how regular faculty, continuing lecturers, staff and graduate students should report time for vacation, personal business days, sick leave, and holidays; and how time administrators should enter these leaves into OnePurdue.

I. Vacation

A. Regular Exempt Staff

All fiscal-year faculty, continuing lecturers, and administrative/professional staff members are eligible to take paid vacation upon completing three continuous months of service.

Maximum paid benefit

Full-time faculty, continuing lecturers, and management/professional staff will accrue up to 176 hours of vacation leave during each year of service up to a maximum of 352 hours.

Full-time administrative/professional and non-exempt operations/technical staff will accrue up to 120 hours of vacation leave during the first year of service and up to 176 hours in each subsequent continuous year of service up to a maximum of 352 hours.

Part-time faculty and staff in the above categories will accrue prorated vacation time based on their capacity utilization level (CUL).

Accrual schedule

Vacation will accrue on a monthly basis from an employee's first day of employment as set forth in the following table.

Full-time Employment Vacation Accrual Table*

Month	Eligible for 120 Hours	Eligible for 176 Hours
July	8 hours	16 hours
August	16 hours	16 hours
September	8 hours	8 hours
October	8 hours	16 hours
November	8 hours	16 hours
December	16 hours	16 hours
January	8 hours	16 hours
February	8 hours	16 hours
March	8 hours	8 hours
April	16 hours	16 hours
May	8 hours	16 hours
June	8 hours	16 hours

*Part-time employees will accrue vacation in direct proportion to their CUL. For example, a 50% CUL employee will earn either 88 hours or 60 hours, and will accrue the vacation hours at ½ the rate of accrual for a full-time employee.

Accrual limitations

In an employee's first and last month of employment, s/he must be in pay status fifteen or more calendar days to accrue the maximum number of vacation days for which s/he is eligible. If an employee is in pay status less than fifteen calendar days during his/her first or last month of employment, s/he will accrue half of the regular accrual (prorated according to CUL if the employee is less than full time).

An employee may not accrue more than 352 hours of vacation (or a prorated amount based on CUL if the employee is less than full time). Once 352 hours (or the prorated amount) of vacation have accrued, additional vacation may not accrue until such time as the accrued, unused vacation falls below 352 hours (or the prorated amount).

Scheduling and recording vacation use

Accrued vacation may be taken at any time during the year; provided, however, that the vacation is approved by the employee's immediate supervisor.

Exempt staff may take vacation hours equaling increments of either one-half the number of hours or the total number of hours that would have been worked if vacation had not been scheduled.

- ◆ For example, if an employee would have normally worked 10 hours, 5 hours of vacation may be recorded for half a day and 10 hours for an entire day.
- ◆ If the employee would have normally worked 3 hours, 1.5 hours of vacation may be recorded for half a day and 3 hours for an entire day.
- ◆ If the employee would have normally worked 8 hours, 4 hours of vacation may be recorded for half a day and 8 hours for an entire day.

Non-exempt staff may take vacation in one-tenth hour increments.

B. Graduate students

Graduate students with academic-year appointments are not eligible for paid vacation. Graduate students with fiscal year appointments are eligible for a maximum of 176 hours of vacation if they are 100% CUL. For part-time grad students, the hours are prorated based on CUL.

Month	Eligible for 176 Hours
July	16 hours
August	16 hours
September	8 hours
October	16 hours
November	16 hours
December	16 hours
January	16 hours
February	16 hours
March	8 hours
April	16 hours
May	16 hours
June	16 hours

Graduate students may take vacation hours equaling increments of no less than one-half the number of hours that would have been worked if vacation had not been scheduled.

- ◆ For example, if the graduate student would have normally worked 10 hours, 5 hours of vacation may be recorded for half a day and 10 hours for an entire day.
- ◆ If the graduate student would have normally worked 3 hours, 1.5 hours of vacation may be recorded for half a day and 3 hours for an entire day.
- ◆ If the graduate student would have normally worked 8 hours, 4 hours of vacation may be recorded for half a day and 8 hours for an entire day.

II. Paid personal business days

Purdue University provides paid personal business days for faculty, continuing lecturers, and administrative and professional staff. The purpose of this leave is to permit employees to conduct personal business that cannot be taken care of outside regular business hours (e.g. financial matters, legal matters, or critical family responsibilities).

Eligibility

All regular faculty, continuing lecturers, and management/professional, administrative/professional, and operations/technical staff are eligible for paid personal business leave upon their first day of employment.

Benefit amount

Full-time employees may take up to 24 hours of paid personal business leave without loss of benefits each fiscal year. For part-time employees, the number of hours is prorated based on CUL. For example, a half-time employee would receive 12 hours of paid personal business leave.

Supplementing leaves of absence

Personal business days may not be used to supplement vacation. They may, however, be used to supplement any other leave of absence if the employee has exhausted his/her accrued, unused leave under that policy.

Recording paid personal business leave

For all administrative/professional staff, personal business leave may not be taken in increments of less than one-half the number of hours that would have been worked if the personal business day had not been scheduled.

- ◆ For example, if an employee would have normally worked 10 hours, 5 hours of personal business leave may be recorded for half a day and 10 hours for an entire day.
- ◆ If the employee would have normally worked 3 hours, 1.5 hours of personal business leave may be recorded for half a day and 3 hours for an entire day.
- ◆ If the employee would have normally worked 8 hours, 4 hours of personal business leave may be recorded for half a day and 8 hours for an entire day.

III. Sick time allocation

A. Regular staff

Management/professional, administrative/professional, and operations/technical staff receive sick time on the following schedule:

Less than one year of continuous service – 100% of the employee's salary for 80 hours during a 12-month period.

One year but less than two years of continuous service – 100% of the employee's salary for 176 hours and 75% of his/her salary for 176 hours during a 12-month period.

Two years but less than three years of continuous service – 100% of the employee's salary for 352 hours and 75% of his/her salary for 352 hours during a 12-month period.

Three or more years of continuous service – 100% of the employee's salary for 528 hours and 75% of his/her salary for 528 hours during a 12-month period.

Recording sick time use

Exempt A/P staff may take sick time hours equaling increments of no less than one-half the number of hours that would have been worked if the employee had not been sick.

- ◆ For example, if an employee would have normally worked 10 hours, 5 hours of sick time may be recorded for half a day and 10 hours for an entire day.
- ◆ If the employee would have normally worked 3 hours, 1.5 hours of sick time may be recorded for half a day and 3 hours for an entire day.
- ◆ If the employee would have normally worked 8 hours, 4 hours of sick time may be recorded for half a day and 8 hours for an entire day.

Non-exempt A/P staff may take sick time hours in increments of one-tenth of an hour.

B. Graduate students

Graduate students are given an allotment of 80 hours of sick leave per year. They may take sick time hours equaling increments of no less than one-half the number of hours that would have been worked if the graduate student had not been sick.

- ◆ For example, if the graduate student would have normally worked 10 hours, 5 hours of sick time may be recorded for half a day and 10 hours for an entire day.
- ◆ If the graduate student would have normally worked 3 hours, 1.5 hours of sick time may be recorded for half a day and 3 hours for an entire day.
- ◆ If the graduate student would have normally worked 8 hours, 4 hours of sick time may be recorded for half a day and 8 hours for an entire day.

IV. Part-time exempt staff, part-time graduate students, and hours of vacation, sick, and personal business leave

In all cases, above, part-time staff and graduate students (not eligible for personal business days) may find that the hours of leave available to them do not fit into half-day increments. For example, a person who works three 8-hour days a week (60% CUL) would receive 14.4 hours of personal business leave. The employee can take three 4-hour increments, but will have 2.4 hours of personal business leave remaining.

When the employee wishes to take another half-day increment, the 2.4 hours should be entered to use the allotment/accrual. Non-exempt staff must cover the additional time off with vacation or other leave.

V. Holidays

Exempt and non-exempt Administrative/Professional employees receive ten 8-hour holidays.

For exempt employees, holiday usage is not entered into or tracked by the CATS/OnePurdue systems.

Non-exempt Clerical and Service employees receive eleven 8-hour holidays. Clerical and Service staff shall receive on Personal Holiday each year. The Personal Holiday may be taken in 4 hour increments.

Part-time Clerical and Service employees receive eleven holidays of hours prorated based on their CUL.

For example, a 60% CUL employee receives eleven 4.8-hour holidays;

A 75% CUL employee receives eleven 6-hour days;

A 50% CUL employee receives eleven 4 hour days

Part-time non-exempt employees should consider requesting permission to flex their work schedules during weeks with holidays. If the schedule is flexed properly, the employee can cover the holiday(s) with the prorated number of hours based on his/her CUL and still work the correct number of hours for the CUL by the end of the week in which the holiday occurs.

Employee-50% CUL	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Regular Schedule		4 hours		8 hours	8 hours	20 hours
				Holiday	Holiday	
Flexed Schedule	4 hours	8 hours		4 hours holiday	4 hours holiday	20 hours
Alternate Flex	4 hours	4 hours	4 hours	4 hours holiday	4 hours holiday	20 hours

If the schedule is not adjusted and the employee is scheduled to work more hours on the holiday than the number of prorated holiday hours, non-exempt staff will need to cover the remaining scheduled time with vacation or another leave.

Employee -50% CUL	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Regular Schedule		4 hours		8 hours	8 hours	20 hours
				Holiday	Holiday	
Recorded in OnePurdue				4 holiday hours + 4 vacation hours	4 holiday hours + 4 vacation hours	20 hours

If you have questions about these leaves or entering time for these leaves, please contact your Business Office. If you need additional assistance, please contact Human Resource Services:

- ◆ Human Resources – Compensation (765) 494-0097
- ◆ Human Resources Manager for Advancement (765) 494-0542
- ◆ IT Human Resources Team (765) 496-3879
- ◆ Housing and Food Services Human Resources Team (765) 494-9418
- ◆ Physical Facilities Human Resources Team (765) 494-1421

- ◆ Calumet Campus Human Resources Dept (219) 989-2254
- ◆ Fort Wayne Campus Human Resources Dept (260) 481-6177
- ◆ North Central Campus Human Resources Dept (219) 785-5300