

Paid Time Away Policy Questions and Answers

Updated May 13, 2020

This Q & A is meant to answer questions the campus community may have regarding upcoming changes to Ithaca College's Paid Time Away (PTA) policy.

When are changes to the PTA policy effective and what is changing?

In response to the COVID-19 health crisis, the changes to the college's PTA policy originally scheduled for June 1 are being modified. The full annual amount of personal and medical PTA will be frontloaded for eligible staff on May 1, 2020. The scheduled change to how and when vacation PTA will be accrued remains in place. Thus, vacation will begin being accrued on a per pay period basis starting with the first full pay period after June 1, 2020.

Will the amount of PTA I currently earn be reduced with the new policy?

No. The amount of annual vacation, sick, and personal time earned will not change.

Will the maximum balances for vacation leave change?

The maximum vacation balance for FY 20/21 will be increased by the equivalent of 10 days' worth of accrued time (pro-rated based on percentage of full time). This change is only for FY 20/21. Beginning July 1, 2021, the maximum amount of vacation you are allowed to accrue will revert back to 1.5 times your annual amount.

Will the maximum balances for sick leave change? The Sick leave maximum balance will continue to remain at 10 times your annual amount.

Will the maximum balance for personal leave change?

The 3-day maximum amount of personal PTA you are allowed to have will be waived for this fiscal year only. This means you will be able to carry over any unused personal time from FY 19/20 into FY 20/21. Beginning July 1, 2021, the maximum amount of personal leave will revert back to 3-days.

Vacation Payment at Termination

At termination of employment, employees will receive any vacation balance up to the

NORMAL maximum (maximums as established prior to FY 20/21) allowed provided they successfully completed their probationary period and gave the required amount of resignation notice. **Employees will NOT be paid out the FY 20/21 maximums.**

What is my annual medical PTA allowance and the maximum amount I can have?

The amount of medical leave an employee accrues is based on the average number of scheduled work hours per day and the number of months worked in the fiscal year. For most employees the average workday will be 7.5 or 8.0 hours. The chart in this section shows the amount of medical leave accrued on a yearly basis, for employees who work 7.5-hour days (37.5-hour weeks) and employees who work 8.0-hour days (40-hour weeks). These amounts will be prorated for employees working less than full-time.

Number of Days Per Year	7.5 Hours Per Day: Annual Amount	Maximum Balance	8 Hours Per Day: Annual Amount	Maximum Balance
12 Days	90 Hours	900 Hours	96 Hours	960 Hours

How much personal and medical PTA will I receive on May 1, 2020?

Since personal and medical PTA will be frontloaded on May 1, 2020 instead of at the beginning of the fiscal year (July 1), eligible staff will be front loaded with the usual amount plus an additional 2 months' worth. That equates to 3.5 days of personal leave and 14 days of medical leave. The number of hours in a day will be prorated for employees working less than full-time.

As of June 1, 2020, how much below my maximum will I have to be in order to accrue for the first pay period in June 2020?

You will need to be under the FY 20/21 maximum (found on page 4) by at least the amount you are scheduled to accrue in a pay period. For example, if you accrue 4.62 hours per pay period and your maximum is 260 hours, you will need to have your balance under 255.39 hours as of May 31 in order to receive the next full per pay period accrual amount.

How do I calculate how much vacation PTA I will earn each pay period?

Use the chart below to find your annual hourly allotment and divide that by the number of pay periods you are paid in a year. The result is how much vacation you will accrue each pay period.

Example: If your annual allotment of vacation is 120 hours and you are paid 26 times per year, the calculation would be: 120 hours/26 pay periods = 4.62 hours per pay period.

How do I know what my annual vacation allowance and normal maximum balance are?

The amount of vacation PTA an employee receives is based on their benefit group, length of eligible service, and average number of scheduled work hours per day. For most staff the average workday will be 7.5 or 8.0 hours. The chart below shows the amount of vacation time granted on a yearly basis, at different lengths of service, for employees who work 7.5-hour days (37.5-hour weeks) and employees who work 8.0-hour days (40-hour weeks). These amounts will be prorated for employees working less than full-time.

*FY 20/21 Maximum Balance limits can be found on page 4.

Benefit Group I

Months of Service	Number of Days Per Year	7.5 Hours Per Day: Annual Amount	Maximum Balance
1-240 Months	22 Days	165.0 Hours	247.5 Hours
241+ Months	25 Days	187.50 Hours	281.25 Hours

Benefit Group II

Months of Service	Number of Days Per Year	7.5 Hours Per Day: Annual Amount	Maximum Balance	8 Hours Per Day: Annual Amount	Maximum Balance
1-120 Months	15 Days	112.5 Hours	168.75 Hours	120 Hours	180 Hours
121-240 Months	20 Days	150 Hours	225 Hours	160 Hours	240 Hours
241+ Months	25 Days	187.5 Hours	281.25 Hours	200 Hours	300 Hours

How are non-standard PTA rates calculated?

Percent of full-time will be used to calculate how much PTA an employee who works a non-standard schedule will receive. The amount will be based on the standard scheduled work hours recorded for the position.

Prorated part time annual amount = (Full time annual amount) X (Scheduled annual work hours/Full time scheduled annual work hours).

Non-Standard Example: If an employee works 25 hours per week, 52 weeks per year = 1300 hours per year. (120 hours) X (1300 hours per year/2080 hours per year) = 75 hours per year.

When will I see my accrued vacation time added to my PTA balance?

Vacation balances will be adjusted at the end of each pay period beginning with the first full pay period in June 2020.

Can you please explain the "10-day Carry Over" adjustment for Fiscal Year 20/21?

For FY 20/21 only, maximum balances will be increased by 10 days. The 10-day increase is pro-rated based on percentage of full time and must be used in FY 20/21.

Please know that you do not need to "spend down" your vacation balance as there is no longer a rollover. Your balance on May 31, 2020 will remain (if not used) on June 1, 2020. As long as you are under the FY 20/21 Maximum Balance, you will begin accruing new vacation time each pay period.

Benefit Group I

Months of Service	Normal Maximum Balance	FY 20/21 Maximum Balance
1-240 Months	247.5 Hours	322.5 Hours
241+ Months	281.25 Hours	356.35 Hours

Benefit Group II

Months of Service	Normal 7.5 Hour Maximum Balance	FY 20/21 7.5 Hour Maximum Balance	Normal 8 Hour Maximum Balance	FY 20/21 8 Hour Maximum Balance
1-120 Months	168.75 Hours	243.75 Hours	180 Hours	260 Hours
121-240 Months	225 Hours	300 Hours	240 Hours	320 Hours
241+ Months	281.25 Hours	356.25 Hours	300 Hours	380 Hours