



# Attendance & Leave Information

## Holidays

The following holidays are observed annually at Roswell Park:

- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln's Birthday (*generally recognized as a floating holiday*)
- Washington's Birthday (President's Day)
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Election Day (*generally recognized as a floating holiday*)
- Veteran's Day
- Thanksgiving Day
- Christmas Day

Floating holidays that are not used within one (1) year of being credited will not roll over to the following year. Some holidays are designated as operational. Your hiring manager/supervisor will be able to advise you which of the above holidays are operational for your department.

## Accruals Overview

There are a few factors that determine the amount of accruals earned during their employment at Roswell Park. This includes full-time equivalency (FTE) and annual hours worked. The benefit summarized within this document is based on a full-time employee scheduled to work 80-biweekly hours.

The following table may help you calculate your actual accrual earnings, though it does not include every possible combination of annual hours and FTE. Your biweekly hours, full-time or part-time status, and percentage of a full-time schedule are referenced in your offer letter or contract.

Biweekly Hours	Full-Time or Part-Time	% of a Full-Time Schedule	Full-Time Equivalent (FTE)	Calculation
40	Part-Time	50%	0.5	0.5 x hours earned noted below
75	Full-Time	100%	1.0	0.9375 x hours earned noted below
37.5	Part-Time	50%	0.5	0.9375 x 0.5 x hours earned noted below

## Vacation Time

Full-time employees earn vacation in the amount of 4 hours per biweekly pay period for a total of 104 hours (13 days) per year. New employees may begin using vacation time after the completion of 13 pay periods. All eligible part-time employees earn vacation at a prorated rate based on their full-time equivalent (FTE).

Full-time employees are awarded bonus vacation days once they have completed 1 through 7 years of service. Earnings are as follows:

<b>Completed Years of Service</b>	<b>Bonus Vacation</b>
1	8 hours (1 day)
2	16 hours (2 days)
3	24 hours (3 days)
4	32 hours (4 days)
5	40 hours (5 days)
6	48 hours (6 days)
7	56 hours (7 days)

After 7 years of employment, full-time employees earn vacation in the amount of 6 hours per biweekly pay period for a total of 160 hours (20 days) per year.

Prior approval from your immediate supervisor is required before using vacation time. Vacation accruals are capped at 40 days. Any accruals in excess of 40 days on April 1<sup>st</sup> will be forfeited. Up to 30 days of unused vacation time will be paid upon separation from employment.

**Personal Leave**

Personal leave is intended for time off for personal business and religious observances. Full-time employees are credited with 40 hours (5 days) of personal leave on their first day of employment and on their anniversary date each year thereafter. Eligible part-time employees earn personal leave at a prorated rate based on their FTE. Personal leave that is not used within one (1) year of being credited will not roll over to the following year. There is no waiting period for the use of personal leave. Personal leave is not paid out upon separation from employment.

**Sick Leave**

Sick leave is intended to protect employees from loss of income due to illness or death in the family. Full-time employees earn sick leave in the amount of four (4) hours per biweekly pay period for a total of 104 hours (13 days) per year. Eligible part-time employees earn sick leave at a prorated rate based on their FTE. Employees may accrue up to 1600 hours of sick leave.

**New York State Disability Leave and Paid Family Leave**

Roswell Park does not participate in the NYS Disability Program or NYS Paid Family Leave. Available sick leave, vacation, personal leave and floating holidays may be used when unable to work due to injury or illness. In addition, benefit eligible employees may use a portion of their sick accruals for time off to care for a family member.

**Other Leaves**

Leaves may also be granted for military reserve training, military duty, family sick Leave, jury duty, and Family Medical Leave. More information regarding these leave programs can be obtained from the Human Resources Employee Benefits Office at 716-845-4700.