

## WHAT HAPPENS TO MY SICK TIME OR PTO IF I TRANSFER OR CHANGE STATUS

<u>EMPLOYMENT CHANGE</u>	<u>WHAT HAPPENS TO SICK TIME/PTO</u>
<b>MED CENTER EMPLOYEE with PTO...</b>	
Transfer to a Non-Med Center, PT/FT Non-Exempt position (PTO Plan to Sick Leave Plan)	Employee will receive a full sick leave bank (not prorated). PTO and supplemental bank (if applicable) will be purged. Sick leave will be subject to the capping rules under the Sick Leave Plan.
Transfer to a PAS FT/PT position (PTO Plan to Exempt Sick Leave Entitlement)	Employee will receive sick leave under the Exempt Sick Leave Entitlement. PTO and supplemental bank (if applicable) will be purged.
Transfer to a Time-As-Reported position (PTO Plan to TAR Plan)	PTO bank will roll over into the TAR sick leave bank. Employee will begin earning sick leave at a rate of 1 hour for every 30 hours worked. Sick leave use will be limited to a maximum of 56 hours per year.
Increase my standard hours	FT and PT employees with current standard hours of 33 or more receive the maximum balance of 56 hours of sick leave at the beginning of the year. They are not eligible for additional sick leave. PT employees with current standard hours of less than 33 hours will have an adjustment to their PTO bank to account for the increase in standard hours.
Reduce my standard hours	Employees will maintain current PTO bank. Adjustments will be made in the new plan year based on the standard hours for the employee in the first full pay period of January.
<b>NON-MED CENTER FT/PT NON-EXEMPT EMPLOYEE WITH SICK LEAVE...</b>	
Transfer to a Med-Center position (Sick Leave Plan to PTO Plan)	Existing sick leave bank will roll over into the PTO bank and employees will receive a prorated amount of PTO based on the pay period in which they transfer. Supplemental bank (if applicable) will be purged. PTO use will be limited to a maximum of 56 hours per year. Maximum amount of PTO to be paid out each plan year (if eligible) will be 56 hours.
Transfer to a PAS FT/PT position (Sick Leave Plan to Exempt Sick Leave Entitlement)	Employee will receive sick leave under the Exempt Sick Leave Entitlement. Sick leave and supplemental bank (if any) will be purged.
Transfer to a Time-As-Reported position (Sick Leave Plan to TAR Plan)	Sick leave bank will roll over into the TAR bank. Supplemental bank (if applicable) will be purged. Employees will begin earning sick leave at a rate of 1 hour for every 30 hours worked. Sick leave use will be limited to a maximum of 56 hours per year.
Increase my standard hours	No change is made to the sick leave entitlement until the next anniversary/service date since the current sick leave entitlement exceeds the New York State requirement. New

	sick leave amount will be calculated based on the standard hours at the time of next anniversary/service date.
Reduce my standard hours	Employees will maintain current sick Leave entitlement. Adjustment will be made at the next anniversary date/service date.
<b>PT/FT EMPLOYEE IN AN EXEMPT JOB CLASSIFICATION...</b>	
Transfer to a Med-Center position with PTO (Exempt Sick Leave Entitlement to PTO Plan)	PTO will be calculated based on the employee's standard hours at the time of transfer. The employee will be given their full entitlement for that plan year.
Transfer to a FT/PT Non-Medical Center, Non-Exempt position (Exempt Sick Leave Entitlement to Sick Leave Plan)	The employee will receive a full sick leave bank (not prorated). Sick leave will be subject to the capping rules under the Sick Leave Plan.
Transfer to a Time-As-Reported position (Exempt Sick Leave Entitlement to TAR Plan)	An estimate calculation of exempt sick leave will be added to the TAR sick leave bank. The calculation will be based on the individuals' standard hours with the New York Sick Leave calculation applied (e.g. 32-hour employee calculation = 32X52/30 or 55.47 hrs.). In addition, the employee will begin earning sick leave at a rate of 1 hour for every 30 hours worked. Sick leave use will be limited to a maximum of 56 hours per year.
<b>HOURLY-PAID EMPLOYEE WITH TIME-AS-REPORTED (TAR) STATUS</b>	
Transfer to a Med-Center position with PTO (TAR Plan to PTO Plan)	TAR sick leave bank will roll over into the PTO bank and the employee will receive a prorated PTO bank based on the pay period of transfer. PTO banks may exceed 56 hours, however, a maximum of 56 hours of PTO can be used in one plan year.
Transfer to Non-Med Center, FT/PT Non-Exempt position (TAR Plan to Sick Leave Plan)	TAR sick leave bank will roll into the sick leave bank and the employee will receive a full sick leave bank based on their standard hours at the time of transfer. Sick leave will be subject to the capping rules under the Sick Leave Plan.
Transfer to an Exempt Position (TAR Plan to Exempt Sick Leave Entitlement)	Employee will receive sick leave under the Exempt Sick Leave entitlement. TAR sick leave bank will be purged.
<b>EMPLOYEE ON A LEAVE WITH A SICK/PTO BALANCE</b>	
Leave ends	University Leave of Absence: Sick/PTO bank remains for when leave ends Indefinite Layoff: PTO bank paid out, sick leave bank is purged. Temporary Layoff: Sick leave/PTO bank remains for when layoff ends Short Term Disability: Sick leave/PTO bank remains for when leave ends Long-Term Disability: PTO bank is paid out, sick leave bank is purged Pending LTD: Sick leave/PTO bank remains for when leave ends Workers Compensation: PTO/sick leave bank remains for when leave ends Paid Family Leave: PTO/sick leave bank remains for when leave ends.

*This document provides only a summary of the main features of the plans. The plan documents or policies will govern in the event of any discrepancies. Detailed information on the benefit plans and policies is available on the Leave Administration website [www.rochester.edu/working/hr/leave](http://www.rochester.edu/working/hr/leave).*