Paid Time Off Plan - Series I

Eligibility
Employees holding positions in the Research Technical Support and Service, Research/Clinical Investigator, Project/Program Administration title series. Employees holding positions in the Administration, Technical and Office Management Salary Structure. (Salary Schedules 1 – 5)

Rates
Employees in these positions may be classified exempt or nonexempt based on compensation level and FLSA requirements. Employees who are classified as exempt accrue time in days. Employees who are classified as nonexempt accrue time in hours based on their standard work week.

*Full-time* employees accrue leave biweekly according to the following schedules.

*Part-time* employees accrue leave on a prorate basis according to their FTE. For example, if employed at .75 FTE, an employee will accrue at 75% of the full-time rate based on length of service.

Paid Time Off – Vacation

### Biweekly Accrual Rate

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Exempt Employees (Days)</th>
<th>Nonexempt Employees (Hours based on standard workweek)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Biweekly</td>
<td>Biweekly 37.5</td>
</tr>
<tr>
<td>&lt;1 - 2</td>
<td>.615</td>
<td>4.615</td>
</tr>
<tr>
<td>&gt;2 - 3</td>
<td>.654</td>
<td>4.904</td>
</tr>
<tr>
<td>&gt;3 - 6</td>
<td>.731</td>
<td>5.481</td>
</tr>
<tr>
<td>&gt;6 - 7</td>
<td>.808</td>
<td>6.058</td>
</tr>
<tr>
<td>&gt;7</td>
<td>.846</td>
<td>6.346</td>
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</table>

### Annual Accrual Rate

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Exempt Employees (Days)</th>
<th>Nonexempt Employees (Hours based on standard workweek)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual</td>
<td>Annual 37.5</td>
</tr>
<tr>
<td>1 - 2</td>
<td>16</td>
<td>120</td>
</tr>
<tr>
<td>Years of Service</td>
<td>Exempt Employees (Days)</td>
<td>Nonexempt Employees (hours based on standard workweek)</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Biweekly</td>
<td>Biweekly 37.5</td>
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<tr>
<td>&lt;1 - 2</td>
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<td>4.327</td>
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<tr>
<td>&gt;2 - 3</td>
<td>.615</td>
<td>4.615</td>
</tr>
<tr>
<td>&gt;3 - 6</td>
<td>.692</td>
<td>5.192</td>
</tr>
<tr>
<td>&gt;6 - 7</td>
<td>.769</td>
<td>5.769</td>
</tr>
<tr>
<td>&gt;7</td>
<td>.808</td>
<td>6.057</td>
</tr>
</tbody>
</table>

**Paid Time Off – Sick**

**Biweekly Accrual Rate**

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Exempt Employees (Days)</th>
<th>Nonexempt Employees (hours based on standard workweek)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Biweekly</td>
<td>Biweekly 37.5</td>
</tr>
<tr>
<td>1 - 2</td>
<td>15</td>
<td>112.5</td>
</tr>
<tr>
<td>&gt;2 - 3</td>
<td>16</td>
<td>120</td>
</tr>
<tr>
<td>&gt;3 - 6</td>
<td>18</td>
<td>135</td>
</tr>
<tr>
<td>&gt;6 - 7</td>
<td>20</td>
<td>150</td>
</tr>
<tr>
<td>&gt;7</td>
<td>21</td>
<td>157.5</td>
</tr>
</tbody>
</table>

**Annual Accrual Rate**
**Maximum Accruals Carried Over to the Following Calendar Year**

The following table provides maximum accruals that may be carried from one calendar year to the next for nonexempt and exempt employees:

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Hours (37.5 hour standard workweek)</th>
<th>Hours (40 hour standard workweek)</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>300</td>
<td>320</td>
<td>40</td>
</tr>
<tr>
<td>Sick</td>
<td>1500</td>
<td>1600</td>
<td>200</td>
</tr>
</tbody>
</table>