

Paid Time Off (PTO)

Employee Summary – What you need to know.

HVCU’s Paid Time off (PTO) program consolidates the traditionally distinct programs – vacation, sick days, and personal days – into a single block of time that employees may use for any purpose. The benefit of PTO is that it promotes a flexible approach to time off.

Eligibility.

Regular status full-time or regular status part-time scheduled for 20 or more hours per week are eligible for HVCU’s PTO Benefit. *Seasonal, temporary, contract employees, and Senior Financial Consultants are ineligible.*

How it works.

PTO is distributed in 50% increments in January and July.

PTO is prorated for part time employees based on weekly standard hours.

PTO is prorated for new hires in their first year of employment based on date of hire.

Refer to the chart below for the annual PTO allowances, based on date of hire.

Quarter Hired	PTO Weeks	Standard Weekly Hours/PTO Hours			
		40 hours	30 hours	22.5 hours	20 hours
First	4 weeks	160 hours	120 hours	90 hours	80 hours
Second	3 weeks	120 hours	90 hours	67.5 hours	60 hours
Third	2 weeks	80 hours	60 hours	45 hours	40 hours
Fourth	1 week	40 hours	30 hours	22.5 hours	20 hours

NYS Paid Sick Leave Law requires HVCU to provide paid sick leave to all employees. This protected leave can be used for the employee’s, or a family member’s, mental or physical illness, injury, or health condition.

The Paid Sick Leave is inclusive of our standard PTO distributions. Full time employees may use up to 56 hours each calendar year of their distributed and available PTO as job protected sick leave under the NYS Paid Sick Leave Law. Part time employees will be based on standard hours.

Employees may carry over distributed but unused PTO into the following calendar year up to the equivalent of their annual Paid Sick Leave allowance.

Please refer to the “Paid Time Off” policy on the Benefits page of the Infonet for complete details regarding this benefit and additional information regarding standard hour changes and end of year balances.

PTO Distribution Examples.

Full Time Employee Hired in February (first quarter)	
<i>Distribution Date</i>	<i>Distribution Amount</i>
1 st Day of Employment	3 days (24 hours) to use in your first 90 days of employment
91 st Day of Employment	56 hours for use during the remainder of the year
July 1 st	80 hours
TOTAL	180 hours, or 4 weeks, for the entire year

Full Time Employee Hired in July (third quarter)	
<i>Distribution Date</i>	<i>Distribution Amount</i>
1 st Day of Employment	3 days (24 hours) to use in your first 90 days of employment
91 st Day of Employment	56 hours for use during the remainder of the year
TOTAL	80 hours, or 2 weeks, for the entire year

Part Time Employee (22.5 hours per week) Hired in February (first quarter)	
<i>Distribution Date</i>	<i>Distribution Amount</i>
1 st Day of Employment	3 days (13.5 hours) to use in your first 90 days of employment
91 st Day of Employment	30.5 hours for use during the remainder of the year
July 1 st	45 hours
TOTAL	90 hours, or 4 weeks, for the entire year

Part Time Employee (22.5 hours per week) Hired in July (third quarter)	
<i>Distribution Date</i>	<i>Distribution Amount</i>
1 st Day of Employment	3 days (13.5 hours) to use in your first 90 days of employment
91 st Day of Employment	30.5 hours for use during the remainder of the year
TOTAL	45 hours, or 2 weeks, for the entire year