ROCHESTER INSTITUTE OF TECHNOLOGY

Time Off Benefits

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RIT reserves the right to modify or terminate all or any portion of the employee benefits package at any time with or without notice. Such changes automatically will apply to you and your employment relationship with RIT. Participation in these plans is provided to eligible employees and does not constitute a guarantee of employment, and requires continued employment and eligibility.

Introduction

RIT understands how important it is to balance both your career and personal life. We have developed a total compensation package that includes paid time-off for all regular full-time and part-time employees.

Important Note About Passwords

Password security is critical due to the confidential, private, and financial data that is available online. The employee is responsible for maintaining security of their passwords and adhering to RIT information security polices and standards.

Vacation

Regular full-time and part-time staff and 12-month faculty are eligible for paid vacation. This summary does not apply to faculty members with contracts that are for less than 12 months; faculty members on contracts of less than 12 months follow *Policy E4.0, Faculty Employment Policies.* Use of vacation is subject to advance supervisor/manager approval.

RIT's vacation benefit is an accrual plan, which means eligible employees earn vacation during the fiscal year (July 1 – June 30). Vacation is earned during the fiscal year on a monthly basis at a rate of 1/12 the annual fiscal year vacation amount. Vacation is earned in any month in which an eligible employee is employed for 15 or more days. The amount of vacation earned annually is based on the employee type and the employee's length of service as outlined in the chart below. In addition, the total vacation time is based on the employee's scheduled weekly hours and scheduled months or weeks per year - vacation is prorated as explained below for those who are scheduled for less than 12 months per year. The monthly accrual will increase based on years of service as explained below.

Vacation Eligibility Chart for Employees Scheduled to Work 12 Months Per Fiscal Year

Employees scheduled to work 12 months per fiscal year will accrue (earn) 1/12 of the annual vacation as shown in the chart below on a monthly basis.

Employee Type	Annual Vacation Prior to 5th Anniversary	Annual Vacation *(1/12 earned each month)*		
		5th Anniversary	10th Anniversary	20th Anniversary
1/12 of annual vacation accrues each month provided the employee is employed for at least 15 days in the month. The monthly amount earned increases in the anniversary month if there are at least 15 days after the anniversary date; otherwise the monthly accrual will increase the month after the anniversary month.				
12-month faculty	4 weeks	4 weeks	4 weeks	5 weeks
Exempt staff[(3)]	3 weeks	4 weeks	4 weeks	5 weeks
Nonexempt staff[(3)]	2 weeks	3 weeks	4 weeks	5 weeks

Staff Employees Scheduled for Less Than 12 Months Per Fiscal Year

Vacation will be prorated for new hires who are scheduled to work for less than 12 months per fiscal year or for employees who reduce their scheduled months per year, except as outlined below for those grandfathered as of August 1, 2012. Below are examples of proration:

> *<u>Example 1:</u> a nonexempt employee eligible for 2 weeks of vacation who is scheduled to work 35 hours per week, 44 weeks per year will have 59.23 vacation hours each fiscal year.*
>
> > *44 weeks / 52 weeks = .85 proration factor*
> > *35 x 2 = 70 hours x .85 = 59.23*
>
> *<u>Example 2:</u> an exempt employee eligible for 3 weeks of vacation who is scheduled to work 40 hours per week,10 months per fiscal year, will have 12.45 vacation days each fiscal year.*
>
> > *10 months / 12 months = .83 proration factor*
> > *40 x 3 = 120 hours x .83 = 99.6 hours or 12.45 days*

<u>Grandfathered Employees</u>: Staff employees who were scheduled to work less than 12 months per year as of July 31, 2012 will be grandfathered and will not have prorated vacation time in the following scenarios:

- The employee remains in the grandfathered position with the same scheduled months,
- The employee remains in the grandfathered position with an increase or decrease in their scheduled months, or
- The employee changes jobs and increases their scheduled months.

If the grandfathered employee changes jobs and decreases their scheduled months, the vacation time will be prorated.

Earning Vacation

An eligible employee earns 1/12 of the annual vacation each month, provided the employee is employed 15 or more days in the month. An employee may take vacation time before it is earned, with advance supervisor/manager approval.

<u>Nonexempt employees</u> earn 1/12 of the annual vacation hours the 16th of each month and they will be able to view their remaining vacation time through Oracle Employee Self-Service on the online payslip. The accrual will take place based on the pay period end date, not the check date.

> *<u>For example</u>, the 10/20/17 paycheck will NOT show the October vacation accrual because the pay period end date is 10/12/17. The accrual will calculate and show in the next paycheck, 11/3/17.*

Any vacation that is carried over from the prior fiscal year will show in the balance amount (see the section called Vacation Carry–Over for details on how this works). As an employee takes vacation, the balance will decline. It is important to understand that a person could see a negative balance since the employee may take vacation time before actually earning it.

> *<u>For example</u>: full-time employee works 40 hours a week and receives 2 weeks, or 80 hours, vacation each fiscal year. Therefore, the monthly accrual is 6.67 hours per month (1/12 of 80 hours). If the person takes one week of vacation at the end of August, he/she has earned 13.33 vacation hours and has taken 40 vacation hours, so the online payslip will show <u>26.67 negative</u> vacation hours (13.33 hours earned less 40 hours taken). This example assumes there was no vacation carry-over.*

<u>Exempt employees</u> also earn 1/12 of the annual vacation each month. Effective July 1, 2016, the monthly vacation accrual calculates in Oracle and exempt employees enter vacation time taken in Oracle Employee

Self-Service. Entries route to the employee's supervisor for approval. Refer to the Employee User Guide and FAQs in the Taking Time Off section of the benefits website for details on entering vacation in Oracle Employee Self-Service.

Vacation Increase During the Fiscal Year - The monthly vacation accrual increases according to the Vacation Eligibility Chart above. The monthly accrual will increase in the month of the anniversary date of the date of hire (or adjusted date of hire, if a rehire) if the employee is employed for 15 or more days in the anniversary month; otherwise, the monthly accrual will increase the month following the anniversary month. For example, if the anniversary date is October 10, the vacation accrual increases in October; if the anniversary date is October 25 the vacation accrual increases in November.

Example #1: exempt employee's 5th year anniversary falls on November 1 and the employee is scheduled for a 5-day, 40 hour week, 12 months per year. Fiscal year vacation is earned based on 3 weeks (120 hours) of vacation from July – October, then earned based on 4 weeks (160 hours) for remainder of fiscal year. The fiscal year accrual will be as follows:

- *July – October – each month earn 1/12 of 120 hours per year, or 10 hours per month (4 months x 10 = **40 hours**)*
- *November – June – each month earn 1/12 of 160 hours per year, or 13.333 hours per month (8 months x 13.333 hours = **106.667 hours**)*
- *Total for fiscal year is 146.667 hours*

Example #2: nonexempt employee's 20th year anniversary falls on February 1 and the employee's standard weekly hours are 40 and the employee is scheduled for 52 weeks per year. Fiscal year vacation is earned based on 4 weeks of vacation (160 hours) from July – January, then earned based on 5 weeks of vacation (200 hours) for remainder of fiscal year. The fiscal year accrual will be as follows:

- *July – January – each month earn 1/12 of 160 hours per year, or 13.33 hours per month (7 months x 13.33 = **93.333 hours**)*
- *February – June – each month earn 1/12 of 200 hours per year, or 16.667 hours per month (5 months x 16.667 hours = **83.335 hours**)*
- *Total for fiscal year is 176.668 hours*

Using Vacation

Employees should schedule their vacation in advance and obtain supervisor/manager approval. Earned, unused vacation time will be forfeited at the end of the fiscal year except as described in the *Vacation Carry-Over* section below.

For nonexempt staff employees, earned, unused vacation time may be used to extend paid sick/personal time after an employee's sick/personal leave benefits are exhausted, with supervisor/manager approval. Earned, unused vacation time may also be applied to supplement Workers' Compensation or short-disability pay when the amount is less than full pay. The vacation time to supplement is used in the amount needed to supplement. For example, if you are receiving the 80% short-term disability benefit and supplement with vacation time, you will use 20% of a day to supplement. Vacation usage and carry-over hours are tracked through RIT's time keeping system, Kronos.

For 12-month faculty and exempt staff employees, scheduled vacation can be entered in Oracle Employee Self-Service before or after taking vacation time. The employee entry will route to the exempt employee's supervisor for approval. Check with your supervisor on the preferred timing for vacation entries.

Vacation Carry-Over
Vacation is provided as a benefit to employees to allow for employees to relax, rejuvenate and enjoy "non-work" activities. All employees are, therefore, encouraged to utilize their annual vacation in the year in which it is earned. There may be times, however, when this is not possible due to work schedules and/or personal plans. For these situations, RIT provides a vacation carry-over provision of up to one-half of the year's earned vacation. The carry-over is based only on the current year's earned vacation; any carry-over from the prior fiscal year is not included in determining the amount.

Example: regular full-time employee (40 hours per week, 12 months per year) earns 3 weeks per fiscal year (120 hours) and carried over 60 hours from the prior fiscal year:

Vacation earned	120 hours
Carried Over	60 hours
Total for Year	180 hours
Less: Used	88 hours
Remaining	92 hours
Carry-over	60 hours (½ of annual accrual of 120 hours)
Forfeit (lose)	32 hours

The maximum carry-over is one-half of the annual vacation accrual amount in effect as of June 30. For example, if an employee's 20^{th} anniversary falls within the fiscal year, the maximum carry-over will be one-half of the annual 5 weeks.

It is important that the correct carry-over amount be reported. The vacation carry-over is a financial obligation of the university that must be reported on RIT's financial statements.

Since RIT uses its HR/Payroll system for reporting and tracking vacation time, employees and their supervisors/managers do not need to take any additional steps for the vacation carry over process. It is an automatic process for both exempt and nonexempt employees.

There are very rare and unique circumstances when an employee has been on short-term disability, workers compensation, New York State Paid Family Leave, and/or FMLA, in which an exception to carry-over more than one-half the annual accrual will be made. Items that would be considered include, but are not limited to the following:

- Duration of the absence
- Timing of the absence
- Departmental operations
- Planned vs. unplanned disability/FMLA
- Planned vs. unplanned vacation

Other situations may warrant consideration of an exception.

The employee's manager/supervisor should contact their Human Resources Manager no later than June 15 of the fiscal year to review the facts and circumstances. The HR Manager will review the situation with the Sr. Benefits Specialist to make a determination that ensures consistent treatment.

Special Vacation Carry-Over Rule for the Fiscal Year Ending June 30, 2020
RIT's senior leaders understand that many employees cancelled or postponed vacation plans due to COVID-19. As a result, we are suspending our current policy that only allows one half of the year's earned vacation to be carried over into the following year. Therefore, any remaining vacation balances as of June 30, 2020 will automatically carry over to FY2021. This change applies to both non-exempt and exempt employees.

Please note: This is a one-time only change.

Exempt staff and 12-month faculty need to enter all vacation time that has already been taken in Oracle Employee Self-Service. Non-exempt staff should continue to record any vacation time taken in the Kronos timekeeping system.

Vacation Calculation at Termination
Staff and 12-month faculty will be paid for any earned, unused vacation time as soon as administratively possible after termination of employment. Employees must work through the 16th of the month in order for that month to be included in the accrual calculation.

Illness During Vacation
If an employee becomes ill or is injured during a scheduled vacation, the time off can be counted as sick/personal leave (nonexempt employees) and salary continuation (exempt employees). You should report this change to your supervisor/manager the first day you report back to work.

Vacation During University/Building Closing
If the university closes or a building closes for the day, opens late, or closes early (e.g., Chase Corporate Challenge, weather-related, power outage in a building) when an employee is off for a scheduled vacation, the time off will be counted as vacation time.

Vacation Eligibility During Disability
Vacation is earned during short-term disability periods. When a disability crosses over into a new fiscal year, the employee may not use the new fiscal year's vacation accrual until he/she returns to work.

Use of Vacation When Short-Term Disability is Being Appealed
If an employee's short-term disability (STD) claim is denied and the employee is unable to return to work while filing an appeal, the employee may request approval from the supervisor to use the current fiscal year's remaining vacation time during the appeal period.

If the appeal is approved and STD is restored retroactively, any of the employee's vacation time used during the appeal would be restored.

Vacation Eligibility During Leave of Absence
When an employee is on an approved leave of absence, the vacation accrual will be based on the rules for that type of leave. Refer to the Institute Policies and Procedures on the HR website (www.rit.edu/HumanResources) for details. When a leave of absence crosses over into a new fiscal year, the employee may not use the new fiscal year's vacation accrual until he/she returns to work.

Vacation Credit upon Change in Status or Change in Work Schedule
An employee's vacation accrual will be changed for a change in employment status (e.g., part-time to full-time) or a change in work schedule (e.g., scheduled weekly hours change from 37 hours to 40 hours). If the change

is effective before the 15th of the month, the change will be effective in the month of the change. If the change is effective after the 15th of the month, the change will be effective the following month.

Vacation Credit upon Rehire
When a former regular employee is rehired into a regular position, the employee is given vacation accrual in accordance with the adjusted date of hire. Similar to all new hires, during the first year of rehire, vacation is prorated according to the amount of time the employee will be working during the fiscal year.

Holiday/Vacation Policy
If a University holiday falls on a day that an employee is scheduled to work and it is during an employee's scheduled vacation, the day will be paid as a holiday not vacation.

See the section titled Early Release Closure Dates in the Holiday section of this summary for details on using vacation on an Early Release Closure Date.

Vacation and Retirement Transition Program
Employees participating in the Retirement Transition Program continue to be eligible for vacation time. The amount of vacation will be prorated based on the work schedule while on Retirement Transition.

If the employee works the entire fiscal year (12 months if exempt or 52 weeks if nonexempt), the employee would be entitled to the same number of weeks of vacation they had prior to being in the Retirement Transition Program. They will simply have fewer hours of vacation time. For example, if the employee is scheduled 20 hours per week (had been 40 before Retirement Transition) and the employee is eligible for four weeks of vacation, the employee will have four 20-hour weeks of vacation instead of four 40-hour weeks of vacation.

If the employee works the less than entire fiscal year (less than 12 months if exempt or less than 52 weeks if nonexempt), the vacation time will be prorated as explained in the section titled Staff Employees Scheduled for Less Than 12 Months Per Fiscal Year.

Vacation for Faculty Who Move From 12-Month Position to a Less Than 12-Month Month Position
While working in a 12-month position, a faculty member earns vacation according to the Vacation Eligibility Chart. If the faculty member moves to a faculty position which is less than 12 months per year, the earned, unused vacation will be paid out. The vacation information should be reported on the Employee Action Form (EAF) that the department completes for the job change. If the change is effective July 1, the EAF should be received in Human Resources in time for the vacation payout to occur with the June 30 paycheck.

Holidays
RIT generally observes eleven paid holidays per year: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas, and four RIT-designated holidays; the RIT-designated holidays dates are determined annually, but are generally used to close RIT between December 25 and January 1 of each year. The Human Resources Department issues the holiday schedule annually.

If a holiday falls on a Saturday, RIT will generally close the preceding Friday. If a holiday falls on Sunday, RIT will generally be closed on the following Monday, with the exception of the Christmas and New Year holidays. Observance of the Christmas and New Year holidays are established annually.

Early Release Closure Dates

There are two dates each calendar year that are just before a University-designated holiday that are set as "early release closure dates." On those dates, the university will officially close at 2:00 p.m. The dates are set in conjunction with the approval of the holiday schedule. One of these dates will be set as the day before Thanksgiving; the other day will be the day before the first University-designated holiday in December.

Nonexempt Employees

Essential nonexempt employees who must work during the official early close period will be provided with the equivalent amount of time off as "approved with pay" within 30 days of the early release closure date, with supervisor/manager approval. Those employees whose schedules will not allow for an early release on the official date (e.g., the day is not a scheduled work day, the employee works the B or C shift), would be provided with 3 hours of time off as "approved with pay" within 30 days of the early closure date, with supervisor/manager approval.

If a nonexempt employee wants additional time off on the early release day, he/she must use Vacation and/or Sick/Personal Leave, with supervisor/manager approval. For a nonexempt employee, the early release time would be "approved with pay" for the time the employee would have worked after 2:00 p.m. If the employee's regular shift ends before 5:00 p.m. (which results in less than the standard three hours of approved with pay time), the employee would be eligible to use the difference in approved with pay at another time, with supervisor/manager approval within 30 days of the early closure date.

Exempt Employees

Essential exempt employees who must work during the official early close period will be provided with the equivalent amount of time off within 30 days of the early closure date, with supervisor/manager approval. Those employees whose schedules will not allow for an early release on the official date (e.g., the day is not a scheduled work day, the employee works the B or C shift), would be provided with 3 hours of time off within 30 days of the early closure date, with supervisor/manager approval.

If an exempt employee requests a full vacation day on the early release closure date, he/she would be provided with 3 hours of time off within 30 days of the early closure date, with supervisor/manager approval.

Employees Scheduled to Work 12 Months Per Fiscal Year

Exempt staff who are scheduled to work 12 months per year, nonexempt staff who are scheduled to work 52 weeks per year, and 12-month faculty will have holiday time based on the employee's scheduled weekly hours. Therefore, the number of hours of holiday time per fiscal year is the scheduled hours per week multiplied by a factor of 2.2 (if RIT designates a special one-time holiday in a fiscal year for a total of 12 holidays, the factor would be 2.4).

Example 1 (full-time):	Scheduled weekly hours = 40 Holiday leave = 40 x 2.2 = 88 hours per fiscal year
Example 2 (part-time):	Scheduled weekly hours = 20 Holiday leave = 20 x 2.2 = 44 hours per fiscal year

Employees Scheduled for Less Than 12 Months Per Fiscal Year

Effective August 1, 2012, holiday time will be prorated for new hires and for existing employees who change jobs if scheduled for less than 12 months per fiscal year for exempt employees and less than 52 weeks per fiscal year for nonexempt employees. Employees who are scheduled to work less than 12 months per year as of July 31, 2012 will be grandfathered and will not have prorated holiday time, as long as they stay in that grandfathered position.

> *For example, a nonexempt employee scheduled to work 35 hours per week, 44 weeks per year will have 65.45 holiday hours each fiscal year.*
>
> > *44 weeks / 52 weeks = .85 proration factor*
> > *35 x 2.2 holiday factor = 77 hours x .85 = 65.45 holiday hours*

> *For example, an exempt employee eligible who is scheduled to work 40 hours per week,10 months per fiscal year, will have 73.04 holiday hours each fiscal year.*
>
> > *10 months / 12 months = .83 proration factor*
> > *40 x 2.2 holiday factor = 88 hours x .83 = 73.04 hours or 9.13 days*

Holiday Hours for Nonexempt Employees

For nonexempt employees, the annual holiday hours will be pre-loaded in RIT's time keeping system (Kronos) on July 1 each year based on their scheduled weekly hours; as employees use their holiday time, the holiday hours balance will decline (similar to sick/personal leave).

If the holiday falls on a scheduled workday, the employee will have the day off and will be paid for the regularly scheduled hours for that day. If the holiday falls on a day that is not a scheduled workday, the employee will not receive holiday pay for that day.

Holiday hours will automatically populate for regular full-time employees; if a regular full-time employee's regular schedule is not a standard work week (employee does not work the same number of hours each day and/or does not work a regular Monday-Friday workweek), the supervisor must adjust the pre-populated hours. In addition, supervisors must enter the appropriate number of hours for regular part-time staff (holiday hours do not automatically populate).

For employees who do not work the same number of hours each day and/or do not work a regular Monday-Friday workweek, use the holiday calculator found on the HR website in the Taking Time Off section at www.rit.edu/benefits to help plan holiday time for the entire fiscal year. This planning is important because, depending on an employee's schedule, there may be holiday hours remaining after Memorial Day (the last holiday of the fiscal year) or there could be fewer hours than is regularly paid for the Memorial Day holiday. If there are hours remaining after Memorial Day, the employee should use that time, with supervisor approval, in May or June and the time should be reported as Holiday time.

Any remaining Holiday Hours as of June 30 will not carry over; they will be forfeited. Therefore, it is important for supervisors/managers and employees to keep track of this information.

Holiday Pay During Short-Term Disability, FMLA, Workers Compensation, New York State Paid Family Leave and Other Leaves

Employees on short-term disability, FMLA, Workers' Compensation, New York State Paid Family Leave, or any type of leave of absence are not eligible for holiday pay during the leave. In addition, the employee would not be eligible for the early release time as described above. The unused holiday time and early release time before a holiday is not available in the future.

Holiday on an Employee's Non-Work Day

If an RIT-observed holiday falls on a day that is not a regularly scheduled day for a regular full-time or part-time employee, the employee will not receive holiday pay for that day. Refer to the information in the *Holiday Hours* *for Nonexempt Employees* above for information about when an employee does not work the same number of hours each day and/or does not work a regular Monday-Friday workweek. The employee would still be eligible for the early release time before a holiday as described above.

Working on the Observed Holiday

Nonexempt (hourly) staff employees who are required to work on an RIT-observed holiday that falls on a scheduled workday, receive 1½ times the base hourly rate for the hours actually worked, and also receive straight time holiday pay for the hours they are normally scheduled to work.

If the employee is required to work on an RIT-observed holiday and they call in sick, they would be paid with their available Sick/Personal time for the hours they would have worked. They would not be eligible for the holiday hours on the RIT-observed holiday or in the future.

For RIT-observed federal holidays (i.e., New Year's Day, Independence Day, and Christmas Day) that fall on a Saturday or Sunday, the observance day will not coincide with the date of the actual holiday (e.g., if Independence Day falls on a Saturday, the RIT observance generally occurs on Friday, July 3).

- When this situation occurs for Independence Day when it falls on a Saturday, and the employee works on the actual holiday (July 4), the employee receives the regular hourly rate for hours worked on the actual holiday and straight time holiday pay for the observed holiday.
- When this situation occurs for Independence Day when it falls on a Sunday, and the employee works on the actual holiday (July 4), the employee receives Sunday Premium pay (1½ times the base hourly rate) for hours worked on the actual holiday and straight time holiday pay for the observed holiday.
- When this situation occurs for New Year's Day and Christmas Day, and the employee works on the actual holiday (January 1 and December 25), the employee receives 1½ times the base hourly rate for hours worked on January 1 and December 25. The employee will also receive straight time holiday pay for the observed holiday.

If an employee works on an RIT-observed holiday but it is not a day that the employee is regularly scheduled to work, the employee will receive 1½ times the base hourly rate for the hours actually worked; this time worked does not count towards the weekly overtime calculation.

The employee should record in Kronos the actual hours worked. Holiday hours will automatically populate for regular full-time employees; if a regular full-time employee's regular schedule is not a standard work week (employee does not work the same number of hours each day and/or does not work a regular Monday-Friday workweek), the supervisor must adjust the pre-populated hours. In addition, supervisors must key the appropriate number of hours for regular part-time nonexempt staff (holiday hours do not automatically populate).

Exempt (salaried) staff employees who are required to work on an RIT-observed holiday may take another day off during the fiscal year in exchange for the holiday worked, with advance supervisor approval. There is no additional pay.

If the employee is required to work on an RIT-observed holiday and they call in sick, they would be paid with Salary Continuation. They would not be eligible to use holiday time for that day in the future.

Holiday/Vacation Policy

If a holiday falls during an employee's scheduled vacation, the day will be paid as a holiday and not vacation.

Religious Holidays
Days of religious observance or special religious holidays may be granted without pay to employees who request them. The employee should request the time off in advance to the supervisor/manager. Exempt and nonexempt employees can use vacation time and nonexempt employees can use sick/personal leave in order to be paid for the time off for religious holidays.

Reduced Schedule Time Off

The Reduced Schedule Time is for regular exempt full-time and part-time staff who are scheduled to work at least nine months per year but less than 12 months per year. This section outlines the calculations and practices used to track and record the time when the employee is not scheduled to work. This is separate from vacation or holiday time off and is tracked separately. Some employees take this time off throughout the year and others take it in a block of time. For example, an 11-month employee may take the month of July off or could take the equivalent amount of time off throughout the year. The time off must be used within the fiscal year; the time cannot be carried over to the next fiscal year. Therefore, it is recommended that an employee use this time before using vacation time.

The Reduced Schedule Time Off is calculated in hours based on the employee's scheduled weekly hours and scheduled months per year and is tracked on a fiscal year basis (July through June). The time is tracked in Oracle Employee Self-Service using the My Absences functionality. The employee enters the time used in Oracle and the entry routes to the employee's supervisor for approval. Refer to the Employee User Guide in the Taking Time Off section of the benefits website for details on entering the time in Oracle.

For those hired after July 1, the Reduced Schedule Time Off hours will be prorated based on the number of months remaining in the fiscal year. If the employee is hired on or before the 15th of the month, the employee will get credit for that month; if the employee is hired on or after the 16th of the month, that month will not count in the calculation. Depending on the employee's schedule and when they were hired after July 1st, the employee may not use any or all of the pro-rated Reduced Schedule Time Off.

The Reduced Schedule Time Off hours are loaded in Oracle each July 1 (or upon hire) and are calculated as follows. We have also provided some examples to help you understand the calculation.

((scheduled weekly hours*52) - (scheduled months per year * (52/12)) * scheduled weekly hours) * (months in fiscal year where person will work at least 15 days / 12)

Employee Scheduled for 40 hours per week, 11 months per year			
Employee as of July 1		**Employee Hired January 2**	
40 hours *times* 52 weeks	2,080	40 hours *times* 52 weeks	2,080
Less: 11 months * (52/12) * 40 hours	1,906.67	*Less*: 11 months * (52/12) * 40 hours	1,906.67
Times 12/12	1	*Times* 6/12	.5
Total Hours	***173.33 hours***	***Total Hours***	***86.67 hours***

Examples	**Formula**
Employee on July 1, 40 hours/week, 10 mos/year	((40*52) - (10*(52/12))*40)*(12/12) = 346.67
Hired January 2, 40 hours/week, 10 mos/year	((40*52) - (10*(52/12))*40)*(6/12) = 173.33
Hired January 20, 40 hours/week, 10 mos/year	((40*52) - (10*(52/12))*40)*(5/12) = 144.44
Employee on July 1, 32 hours/week, 11 mos/year	((32*52) - (11*(52/12))*32)*(12/12) = 138.67

Like vacation time, it is important that the time is entered and approved no later than June 30 each fiscal year.

You should talk to your supervisor to understand when you would use this time.

Reduced Schedule Time Off at Termination
This time is not paid out.

Illness During Reduced Schedule Time Off
If an employee becomes ill or is injured during a time of Reduced Schedule Time Off, the time off can be counted as Salary Continuation; refer to the Sick/Personal Leave and Salary Continuation Summary for more details. You should report this change to your supervisor/manager the first day you report back to work.

Reduced Schedule Time Off During University/Building Closing
If the university closes or a building closes for the day, opens late, or closes early (e.g., weather-related, power outage in a building) when an employee is using the Reduced Schedule Time Off, the time off will be counted as Reduced Schedule Time Off.

If You Have Questions
If you have any questions about Time Off benefits, contact the RIT Human Resources Department.