To: All Staff and 12-Month Faculty:

Please review the following important reminders and changes regarding Vacation, Sick/Personal Leave and Short-Term Disability (STD), and Holiday time. Many of the changes were based on feedback received from employees and Staff Council.

**VACATION**

**Reminder about Fiscal Year End Carry-Over**
Employees may carry-over up to one-half their annual accrual -- please remember that 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 carry-over amount.

**Exempt Employees**
Exempt employees will enter their vacation carry-over amount online using Oracle Employee Self Service (**myinfo.rit.edu**) – this functionality is now available. The online entry will then be routed directly to the employee’s manager/supervisor for online confirmation. Entry and confirmation must be completed **no later than Friday, June 29, 2012**. Entries cannot be made after June 29.

**Non-Exempt Employees**
Vacation carry-over continues to be an automated process. The remaining vacation (but no more than ½ the annual accrual amount) will be carried over into the 2012-2013 fiscal year. Non-exempt employees see their vacation balance on their online payslip and on their paycheck. Managers/supervisors also see vacation information for their employees in Kronos.

**Changes to Vacation Policy**

1. Beginning January 1, 2013, eligible employees will begin to accrue additional vacation time at certain length of service milestones the first of the month on or after the anniversary date of their date of hire (or adjusted date of hire, if rehired). Previously, this occurred the July 1 nearest the anniversary date.
2. If an employee terminates employment and has used more vacation than has been earned, the employee will not be required to repay this amount.
3. Employees (exempt and non-exempt) hired on or after August 1, 2012, scheduled to work less than 12 months per year, will also have their vacation time pro-rated. Current employees who transfer into positions that are less than 12 months per year on or after August 1, 2012, will have pro-rated vacation time. **Staff employees scheduled to work less than 12 months per year as of July 31, 2012 will be grandfathered under the previous benefit and will not have pro-rated vacation time.**
4. The following language was removed: “Managers/supervisors are responsible for making sure their employees understand the expectations regarding vacation carry-over (i.e., whether it is allowed). Some departments do not want employees to carry-over any vacation time.”
5. If an employee becomes ill or injured during their scheduled vacation, they can report this illness/injury to the manager/supervisor upon returning to work. This illness/injury would then be reclassified as Sick/Personal Leave (non-exempts) or Salary Continuation (exempts).
SICK/PERSONAL LEAVE AND SHORT TERM DISABILITY (STD)

Reminder about Sick/Personal Leave Cash-Out for Non-Exempt Employees
If a non-exempt employee does not use all of his/her sick/personal leave hours at the end of the fiscal year, there will be a cash-out of a portion of the unused sick/personal leave hours. The cash-out will be automatically contributed to the employee’s Retirement Savings Plan account unless the employee elects to receive the cash-out as a taxable payment. The cash-out will be made as follows:

- ¾ of the unused sick leave hours if contributed to the Retirement Savings Plan; OR
- ½ of the unused sick leave hours if paid in taxable pay

Employees who want to receive the cash-out as taxable pay must make this request no later than Friday, June 29, 2012 using the form that they received earlier this month. The cash out will be made with the August 17, 2012 payroll.

Changes to Sick/Personal Leave and STD Policy
1. Non-exempt employees hired on or after August 1, 2012, scheduled to work less than 12 months per year, will have pro-rated sick/personal leave. Current employees who transfer into non-exempt positions that are less than 12 months per year on or after August 1, 2012, will also have their sick/personal leave pro-rated. **Staff employees scheduled to work less than 12 months per year as of July 31, 2012 will be grandfathered under the previous benefit and will not have pro-rated sick/personal leave.**
2. Non-exempt employees on short-term disability for longer than 8 weeks (when they receive 80% of pay), will need to use only the number of sick/personal leave hours necessary to reach 100% of pay (for the 20% that they need to add in); in the past, an employee was required to use sick/personal leave on 1-for-1 basis (use one sick/personal leave day to supplement the 20% needed for full pay).

HOLIDAY TIME

Reminder about Fiscal Year End Review
Annual holiday hours for non-exempt employees are pre-loaded in Kronos each July 1. If an employee works a standard work week (same number of hours each day; Monday through Friday), no action is required. However, if an 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 work week), the manager/supervisor and the employee should review any remaining holiday hours.

For exempt employees, use the calculator on the HR website at [http://finweb.rit.edu/humanresources/benefits/timeoff/](http://finweb.rit.edu/humanresources/benefits/timeoff/) to determine the remaining holiday time for this fiscal year. For non-exempt employees, you will find the remaining holiday hours in Kronos. If there are remaining holiday hours, the employee should use this time by June 30, 2012, in consultation with the manager/supervisor (time should be entered in Kronos as holiday). Any remaining holiday time as of June 30, 2012 will be forfeited; there is no payout of unused holiday time.

Change to Holiday Policy
1. Employees (exempt and non-exempt) hired on or after August 1, 2012, scheduled to work less than 12 months per year, will have pro-rated holiday time. Current employees who transfer into positions that are less than 12 months per year on or after August 1, 2012, will also have their holiday time pro-rated. **Staff employees who are scheduled to work less than 12 months per year as of July 31, 2012 will be grandfathered under the previous benefit and will not have pro-rated holiday time.**

If you have any questions, feel free to contact your benefits representative in the Human Resources Department based on the first letter of your last name as follows:
<table>
<thead>
<tr>
<th>YOUR LAST NAME</th>
<th>CONTACT</th>
<th>TELEPHONE</th>
<th>E-MAIL ADDRESS</th>
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<tr>
<td>A-L</td>
<td>Valerie Liegey</td>
<td>(585) 475-5346</td>
<td><a href="mailto:valpsn@rit.edu">valpsn@rit.edu</a></td>
</tr>
<tr>
<td>M-Z</td>
<td>Brett Lagoe</td>
<td>(585) 475-5983</td>
<td><a href="mailto:blipsn@rit.edu">blipsn@rit.edu</a></td>
</tr>
</tbody>
</table>

Judy

Please consider the environment before printing this e-mail.

Judy DeCourcey, SPHR
Senior Benefits Specialist
Department of Human Resources
Rochester Institute of Technology
Eastman Building, 5th floor
8 Lomb Memorial Drive
Rochester, NY 14623-5604

Voice: (585) 475-2604        TTY: (585) 475-2420
Fax: (585) 475-7170            E-Mail: jfdpsn@rit.edu
Web Page: [http://finweb.rit.edu/humanresources](http://finweb.rit.edu/humanresources)

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