

TIME-OFF

This chapter contains the following sections:

- [Holidays](#)
 - [Working on a Holiday](#)
 - [Personal Days](#)
 - [Vacations](#)
 - [Vacation Accrual](#)
 - [Short-Term Disability](#)
 - [Short-Term Disability Benefits for Disability Due to Pregnancy](#)
 - [Replacement of Employees while on Short-Term Disability](#)
 - [Returning to Work](#)
 - [General Provisions](#)
-

HOLIDAYS

The Valhalla campus of the College is closed in observance of the following eleven holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Administrative Day

Affiliation employees observe the holiday schedule at their respective affiliation. Security Officers observe Security Union Holiday Schedule.

WORKING ON A HOLIDAY

If you are non-exempt and are required to work on an observed holiday of the College, you will receive one and one-half times of your regular pay for all hours worked and, in addition, will receive an additional day off with regular pay or an extra day's pay in lieu of time-off as determined by your supervisor.

PERSONAL DAYS

All regular full-time, non-union represented Valhalla employees accrue up to four personal days that may be taken subject to supervisory approval. Personal days are earned at the rate of one per calendar quarter, for a total of four per year. Regular part-time non-union represented employees are entitled to pro-rated days based on hours worked per week. One personal day can be carried over into the next calendar year. Personal days for regular part-time employees are pro-rated based on scheduled work week hours. Unused personal days are compensated for in the final paycheck at the time of termination or lay-off.

VACATIONS

Vacations are accrued on a fiscal year basis from July 1st to June 30th.

VACATION ACCRUAL

Officers, Faculty, Exempt-1	Regular full-time employees accrue 23 vacation days per fiscal year.
Exempt Employees	Regular full-time employees accrue 20 vacation days per fiscal year.
Non-Exempt Valhalla Employees	Regular full-time employees accrue at the below rate based on years of service: <ul style="list-style-type: none"> • 1st and 2nd year--10 days/year • 3rd year--15 days/year • 4th and each year thereafter--20 days/year
Non-Exempt NYMC Affiliation Employees	Regular full-time employees accrue 20 vacation days per fiscal year.
Union Represented Employees	Refer to Collective-Bargaining Unit Agreement.

Regular full-time employees accrue vacation on a bi-weekly basis. Vacation leave is based on the number of hours actually paid to a maximum of regularly scheduled hours and excludes overtime.

Regular part-time employees accrue vacation leave bi-weekly, on a pro-rated basis, excluding overtime.

No vacation accrues for any period during which long-term disability benefits are received or payable or for periods of leave without pay.

Vacation should be taken during the year in which it is earned. Vacation, up to one-half the current annual vacation benefit, may be carried forward on July 1, for up to one year. Vacation in excess of one-half the current annual vacation benefit at July 1 of each year is automatically forfeited for faculty and non-union staff. 1199 CBU employees should use all accrued vacation by their anniversary date.

Personnel scheduled to take a vacation of at least five consecutive work days during which there is a regularly scheduled payday may obtain a vacation advance check either through their regular payroll check or direct deposit. A **Request for Vacation Advance (HR-37)** form must be completed, approved by the authorized individual, and received in Valhalla by the Payroll Department at least two weeks prior to the payday that precedes the first day of vacation.

Vacation may not be paid out except upon termination of employment. Vacation pay includes night shift differential, where applicable.

Employees are not charged for vacation when a recognized paid holiday falls within his/her vacation period.

SHORT-TERM DISABILITY (STD)

All regular full-time and regular part-time employees are entitled to a noncontributory salary continuance, which covers illnesses up to six months. Regular full and part-time employees are eligible after three months of service. The benefit, which is a combination of full pay and part pay, increases with College service until the full benefit is realized after ten years of service. Short-term benefits are reduced by the amount from any other plan to which New York Medical College contributes, i.e., Social Security, Workers Compensation, New York State Disability. In no event shall a person receive as a benefit payment an amount which, when added to benefits from other sources to which NYMC contributes, exceeds base pay. Benefit levels and guidelines follow:

Length of College Service	Benefit Level
0 to 3 years	4 weeks full, 22 weeks 60% of pay
4 to 6 years	6 weeks full, 20 weeks 60% of pay
7 to 8 years	8 weeks full, 18 weeks 60% of pay
9 to 10 years	10 weeks full, 16 weeks 60% of pay
10+ years	13 weeks full, 13 weeks 60% of pay

Should an employee be receiving short-term disability benefits on January 1 as a result of an illness or injury that begun in the prior calendar year, the employee would continue to receive disability benefits in the new calendar year based on their continuous service on the date disability began in the prior year.

An employee must return to work for four continuous weeks before their sick leave is reinstated in the new year using the above schedule.

If an employee returns to work and is subsequently out on sick leave before working four continuous weeks, they will be paid at the level of pay in effect upon their original return date.

Once an employee receives maximum STD benefit payments, no further payments under STD are made for the same or any other disability. The employee may, however, apply for long-term disability payments if disability continues.

You should notify your supervisor on or before the normal starting time for work on the first day of the disability. Short Term Disability benefits cannot be received for any time missed prior to notifying your supervisor unless the delay was unavoidable.

Recognized holidays that fall during a period of short-term disability are designated as Holiday pay.

REPLACEMENT OF EMPLOYEES WHILE ON SHORT-TERM DISABILITY

Positions vacated by an employee on short-term disability can only be filled on a temporary basis.

RETURNING TO WORK

The employee on short-term disability must notify his/her Department Administrator at least five business days prior to the expected date of return to work. Upon return to work, the employee will be reinstated to his/her vacated position.

Upon returning to work after an illness absence of three consecutive days or more, the employee may be required to report to the Health Services Department and obtain an approved [Health Services Recommendations \(HS-2\)](#) form prior to returning to work. Affiliation employees report to the Employee Health Service at their assigned location.

GENERAL PROVISIONS

Employees, except for those designated as exempt, who become ill on the job and are sent home by Health Services, Emergency Room, or by the supervisor, will receive pay for the number of hours actually worked. The balance of the work day will be charged against sick time.

Medical and dental appointments should be scheduled during non-working hours whenever possible.