PERSONAL DAYS POLICY – NEW YORK & DISTRICT OF COLUMBIA

Coverage. Subject to the terms and conditions set forth below, this Policy on Personal Days covers Administrators and Professionals and Professional Research Staff working for New York University (“NYU” or the “University”) in New York and/or Washington, D.C. (hereinafter, “covered employees”).

- This Policy does not apply to employees covered by a collective bargaining agreement (“CBA”). Such employees should refer to the applicable CBA.

- Faculty are not covered under this Policy, and should consult with the appropriate chairperson or dean and/or refer to the faculty handbook for any applicable policies.

Full-Time Covered Employee Entitlement. Subject to the terms and conditions set forth in this Policy, a full-time covered employee shall receive two (2) paid personal days, at his or her regular base pay, in each academic year following his or her first academic year of employment.

The number of personal days that a full-time covered employee shall receive during his or her first academic year of employment depends on when his or her employment commenced:

<table>
<thead>
<tr>
<th>Commencement of Employment</th>
<th>Number of Personal Days</th>
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</thead>
<tbody>
<tr>
<td>Between September 1 and December 31</td>
<td>2</td>
</tr>
<tr>
<td>Between January 1 and April 30</td>
<td>1</td>
</tr>
<tr>
<td>Between May 1 and August 31</td>
<td>0</td>
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</tbody>
</table>

Part-Time Covered Employee Entitlement. Subject to the terms and conditions set forth in this Policy, a part-time covered employee shall receive a prorated number of personal days during the academic year based on his or her schedule.

- To calculate the number of personal days available to a part-time covered employee during his or her first academic year of employment, divide the total number of hours he or she is scheduled to work per week by 35 hours (a full-time work week) and multiply that number by the number of personal days that a full-time covered employee would receive based upon his or her start date.

- To calculate the number of personal days available to a part-time covered employee in each academic year following his or her first academic year of employment, divide the total number of hours he or she is scheduled to work per week by 35 hours (a full-time work week) and multiply that number by 2.

Scheduling. A covered employee may take personal days at any time of the year, scheduled in advance, with his or her supervisor’s approval.
**Carryover.** Personal days cannot be carried over from one academic year to the next.

**Separation of Employment.** Personal days cannot be used two weeks prior to a covered employee’s scheduled separation date, and the employee will not be paid out for any unused accrued personal days.