

New York University

UNIVERSITY POLICIES

Title: Personal Days Policy – California
Effective Date: February 26, 2019
Supersedes: N/A
Issuing Authority: Executive Vice President
Responsible Officer: Human Resources

Statement of Policy

This Policy addresses personal days for covered employees of New York University in California (collectively, “NYU-CA” or “the University”).

To Whom the Policy Applies

This Policy covers Administrators and Professionals and Professional Research Staff of NYU-CA (hereinafter, “covered employees”).

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.

Policy and Procedures

Full-Time Covered Employee Entitlement. Subject to the terms and conditions of 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:

Commencement of Employment	Number of Personal Days
Between September 1 and December 31	2
Between January 1 and April 30	1
Between May 1 and August 31	0

Part-Time Covered Employee Entitlement. Subject to the terms and conditions of 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. Covered employees are strongly encouraged to take all of their personal days during the academic year in which they are accrued. However, in accordance with applicable law, covered employees can carry over all unused personal days from one academic year to the next, and will continue accruing personal days pursuant to the annual accrual rates up to a maximum accrual cap. Full-time covered employees will accrue personal days up to a maximum of accrual cap of 3 days. The maximum accrual caps will be pro-rated for part-time covered employees. Once covered employees reach the maximum cap on accrual, they will stop accruing any further personal days until they use some of their personal days and bring their balance below the cap.

Separation of Employment. In accordance with applicable law, a covered employee will be paid for any unused accrued personal days available to him or her upon separation from the University.