

ACCRUALS & PAYOUTS FOR CERTAIN LEAVE/PTO PROGRAMS

SHRA NON-EXEMPT	Holiday ETO	Comp Time	On-Call Time Off	Travel Time ETO	Adv Weather ETO	Leave Award
Ability to Accrue:	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	N/A
Max Accruals:	96 hours (max holidays in 12 month period)	240 hours (pro-rated for part-time)	240 hours (pro-rated for part-time)	240 hours (pro-rated for part-time)	Unlimited	24 hours
For accruals beyond max:	Not awardable	Paid out immediately	Paid out immediately	Not awardable	N/A	Not awardable
Balance Deadline:	12 Months	12 Months	12 Months	12 months	12 Months	12 Months
If not used by balance deadline:	Paid out	Paid out	Paid out	Paid out	Forfeited	Forfeited
Employee changes positions within department but does not change exemption status:	Retained	Retained	Retained	Retained	Retained	Retained
Position changes exemption status or employee takes exempt position within dept:	Retained	Paid out	Paid out	Paid out	Retained	Retained
Employee leaves department for another University position:	Paid out	Paid out	Paid out	Paid out	Forfeited	Forfeited
Employee leaves University for any reason:	Paid out	Paid out	Paid out	Paid out	Forfeited	Forfeited
SHRA EXEMPT	Holiday ETO	Comp Time	On-Call Time Off	Travel Time ETO	Adv Weather ETO	Leave Award
Ability to Accrue:	Mandatory	Discretionary	Discretionary	Discretionary	Not awardable	N/A
Max Accruals:	96 hours (max holidays in 12 month period)	240 hours (pro-rated for part-time)	240 hours (pro-rated for part-time)	240 hours (pro-rated for part-time)	N/A	24 hours
For accruals beyond max:	Not awardable	Not awardable	Not awardable	Not awardable	N/A	Not awardable
Balance Deadline:	12 months	6 months	6 months	6 months	N/A	12 Months
If not used by balance deadline:	Paid out	Forfeited	Forfeited	Forfeited	N/A	Forfeited
Employee changes positions within department but does not change exemption status:	Retained	Retained	Retained	Retained	N/A	Retained
Position changes exemption status or employee takes non-exempt position within dept:	Retained	Forfeited	Forfeited	Forfeited	N/A	Retained
Employee leaves department for another University position:	Paid out	Forfeited	Forfeited	Forfeited	N/A	Forfeited
Employee leaves University for any reason:	Paid out	Forfeited	Forfeited	Forfeited	N/A	Forfeited