



LONG ISLAND UNIVERSITY

ADMINISTRATIVE STAFF PAID TIME OFF POLICY

PURPOSE

In order to bring their best work to day to day operations, staff are given multiple categories of paid time off so that they can achieve a work life balance and contribute effectively to the University.

STATEMENT OF POLICY

The administrative staff of Long Island University receive paid time off in four categories: Holidays, Floating Holidays, Vacation Days and Sick Days.

Holidays are taken on the days they fall and as per the University Holiday Schedule.

Floating holidays may be taken at the employee's discretion. These days should be scheduled in advance with the employee's supervisor and Director. Time off will be approved based on the needs of the department. This time must be used prior to September 1 of each year.

Vacation days may be taken at the employee's discretion. These days should be scheduled in advance with the employee's supervisor and Director. Time off will be approved based on the needs of the department. This time must be used up prior to September 1 of each year.

Sick days are to be taken when the employee is ill and not able to come to work or to care for ill family members as described in New York State law or for "safe time" under the state and/or city laws.

POLICY TYPE: OPERATIONS