

**STATE UNIVERSITY OF NEW YORK AT NEW PALTZ
RESEARCH FOUNDATION PROFESSIONAL TIME SHEET**

NAME:			% OF TIME:	
FROM:	TO:	DEPARTMENT	AWARD #	PROJECT #

DATES ABSENT			DATES CREDITED
ANNUAL LEAVE	SICK LEAVE	COMPENSATORY	COMPENSATORY*
TOTAL DAYS:	TOTAL DAYS:	TOTAL DAYS:	TOTAL DAYS:

* Compensatory time is earned for working any of the following holidays: New Year's Day, Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Election Day, Thanksgiving Day, Christmas Day.

ACCRUAL SUMMARY

	ANNUAL LEAVE	SICK LEAVE	COMPENSATORY TIME
BEGINNING BALANCE			
TIME USED			
SUB-TOTAL			
TIME EARNED**			
ENDING BALANCE			

** For employees appointed on or before June 30, 1982, annual and sick leave are credited at the rate of .81 days biweekly. For employees appointed on or after July 1, 1982, annual and sick leave are credited based upon the following schedule:

Months of Service	Annual Leave Accrual Rate	Sick Leave Accrual Rate
0-24.....	.615 days biweekly	.577 days biweekly
25-36.....	.654 days biweekly	.615 days biweekly
37-72.....	.731 days biweekly	.692 days biweekly
73-84.....	.808 days biweekly	.769 days biweekly
85+.....	.846 days biweekly	.808 days biweekly

Annual leave may be accumulated up to 40 days. Sick leave may be accumulated up to 200 days.

Employee's Signature _____ Date _____

Project Director's Signature _____ Date _____

Project Director's Printed Name _____