STATE UNIVERSITY OF NEW YORK AT NEW PALTZ
RESEARCH FOUNDATION PROFESSIONAL – EXEMPT MONTHLY EXCEPTION REPORT

NAME:			Employee ID#:
MONTH:	YEAR:	Department:	
Project#	Award#	Task#	% OF TIME:

DATES ABSENT				HOLIDAY CREDITS***
VACATION LEAVE	SICK LEAVE*	HOLIDAY LEAVE	Non Work – Other**	Any holiday that employee works
TOTAL DAYS Charged:	TOTAL DAYS Charged:	TOTAL DAYS Charged:	TOTAL DAYS Charged:	TOTAL DAYS:

*Sick leave requires identification of absence for anything other than regular Employee Illness/Injury (Employee Medical Appointment, Bereavement - Family illness/Injury – FMLA (employee or family, HR approval required).
**Non Work Other – Jury Duty, Military, Unpaid leave of Absence (HR approval required)
 ***Holiday 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, Election Day, Veteran's Day, Thanksgiving, and Christmas Day.

ACCRUAL SUMMARY			
	VACATION LEAVE	SICK LEAVE	HOLIDAY TIME
BEGINNING BALANCE			
TIME USED			
SUB-TOTAL			
TIME EARNED			
ENDING BALANCE			

Months of Service	Vacation 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

I certify that information recorded above are true and complete to the best of my knowledge.

_____   _____
Employee Signature   Date

_____   _____
Principal Investigator /Supervisor's   Signature   Date

_____
Principal Investigator/Supervisor's   Printed Name

Please Submit to: Sponsored Programs – OLD Main B-120   05/2019– OSP

Monthly Exception Reports due no later than the 10th of the following month.