



Paid Time Off Policy

Purpose

Centenary University recognizes the importance of supporting employee well-being through meaningful time away from work. Guided by our core values of Curiosity, Respect, Innovation, Service, and Excellence, and brought to life through Centenary RISE, this Paid Time Off policy reflects our commitment to a thriving and engaged community.

We encourage employees to take time for rest, renewal, and personal responsibilities, supporting both individual well-being and a culture where all can contribute fully and flourish. Providing paid time away demonstrates our respect for the whole person, fosters balance, and enables employees to return with the energy and perspective needed to serve others and pursue excellence in their work.

Eligible employees accrue both Sick Leave and Vacation Leave to support health needs, personal priorities, and overall well-being.

The University's leave year runs from July 1 through June 30.

Sick Leave

Full-Time Employees

Full-time employees (Officers of the University, Faculty, Administrative Officials, Administrative Employees, and Service Staff) accrue sick leave as follows:

Employee Type	Accrual Rate	Annual Accrual
Full-Time Employees working 12 months	5.83 hours per month	70 hours
Full-Time Employees working 9 or 10 months	5.83 hours per month worked	Prorated based on scheduled work months

Part-Time Employees

Part-time employees regularly scheduled to work between 20 and 30 hours per week accrue sick leave in accordance with the New Jersey Earned Sick Leave Law.

Employee Type	Accrual Rate	Annual Accrual
Part-Time Employees (20–30 hours/week)	1 hour for every 30 hours worked	40 hours annually

Sick Leave Maximum Accrual

Employees may accumulate up to a maximum of 175 hours of sick leave.

When an employee's sick leave balance reaches 175 hours:

- Additional sick leave will not accrue.
- Accruals will resume once the balance falls below 175 hours.
- The balance may be restored up to the maximum allowable amount through future accruals.

Vacation Leave

Full-Time Employee Vacation Accruals

Officers of the University

Years of Service	Annual Vacation Hours	Monthly Accrual
Less than 5 Years	175 Hours (capped)	14.59 Hours
5+ Years	210 Hours	17.50 Hours

Full-Time (12-Month) Faculty

Years of Service	Annual Vacation Hours	Monthly Accrual
Less than 5 Years	154 Hours	12.83 Hours
5+ Years	189 Hours	15.75 Hours

Administrative Officials (AO)

Years of Service	Annual Vacation Hours	Monthly Accrual
Less than 5 Years	140 Hours	11.67 Hours
5+ Years	175 Hours	15.58 Hours

Administrative Employees (AE) and Service Staff (SS)

Years of Service	Annual Vacation Hours	Monthly Accrual
Less than 5 Years	105 Hours	8.75 Hours

Effective July 1, 2026

5+ Years	140 Hours	11.67 Hours
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Part-Time Employee Vacation Accruals

Administrative Officials, Administrative Employees, and Service Staff

Employees regularly scheduled to work between 20 and 29 hours per week and employed on a 12-month basis accrue vacation as follows:

Years of Service	Annual Vacation Hours	Monthly Accrual
Less than 5 Years	56 Hours	4.67 Hours
5+ Years	70 Hours	5.83 Hours

Vacation Carryover

Employees are encouraged to use vacation leave during the fiscal year in which it is earned.

Employees may carry over up to 35 hours (5 days) of unused vacation leave from one fiscal year to the next which must be used no later than December 31 following the end of the fiscal year in which it was earned and will be forfeited.

Use of Paid Time Off

Employees use the request time off feature in ADP Totalsource to record paid off. You can view balances adjust the calendar in the balances section of my time off.

Approval of vacation requests is subject to operational and departmental staffing requirements.

Sick leave should be reported to the employee's supervisor as soon as practicable.

Separation from Employment

Vacation Leave

Unused accrued vacation leave may not be used during a resignation notice period and may not be applied to extend an employee's final date worked.

Employees who successfully complete the Introductory Evaluation Period are eligible to receive payment for unused accrued vacation leave upon separation from employment, subject to the following:

- Vacation payout will be prorated based on the portion of the fiscal year worked with carryover vacation excluded from payout
- Payment will be processed separately from the employee's final regular paycheck.
- Any vacation leave used more than accrued balances will be deducted from the employee's final paycheck, where permitted by law.

Effective July 1, 2026

Sick Leave

Unused sick leave has no cash value and is not paid upon separation from employment unless otherwise required by law or an approved employment agreement.

Administration of Policy

Centenary University reserves the right to interpret, administer, modify, suspend, or terminate this policy at any time consistent with applicable law.

Questions regarding leave eligibility, accruals, balances, or policy interpretation should be directed to Human Resources.