



Time Off Types

The table below explains the various time off types available to benefit-eligible hourly (non-exempt/bi-weekly) employees. If your department or union has additional/different plans, they are documented separately in rows of the table below.

Applies to:	Time Off Type	When to Use
Employees and Unions that subscribe to the University Time Off plan	Bereavement/Funeral	To record Bereavement/Funeral time away from work. A non-accruing time off plan for recording purposes only. This time off type is available to all employees .
	Health & Personal Leave (Hours)	To record time away for health and personal reasons. Accrues at the end of bi-weekly period. CPU, UAW and IUOE unions do not participate in this plan; they have their own healthcare plans. Note: This time off type accrues at the end of bi-weekly payperiod and is not available for use until the next payperiod.
	Jury Duty	To record jury duty time away from work. A non-accruing time off plan for recording purposes only. This time off type is available to all employees .
	Paid Time Off	This is for earned time for working on holiday/banking time. This plan is not used for CPU / UAW or IUOE Ithaca
	Vacation (Hours)	To record time away for vacation reasons. Accrues at the end of bi-weekly period. Note: This time off type accrues at the end of bi-weekly payperiod and is not available for use until the next payperiod.
	Volunteer FF/EMT	Non-accruing Time Off Plan for employees to record Volunteer FF/EMT time away from work. For recording purposes only. IUOE Ithaca is not eligible, per contract, for this time off. This time off type is available to all employees, only exception being IUOE (Ithaca) .
	Voting	Non-accruing Time Off Plan for employees to record Voting time away from work. For recording purposes only. This time off type is available to all employees .
County Extension *	CCE Family Health Care	All Time Off Plans for County Extension employees are to record time away from work. These are non-accruing time off plans.
	CCE Personal	
	CCE Sick	
	CCE Vacation	
	County Extension Paid Leave	

*County Extension Employees do not accrue Vacation/HAP. Balances are kept track of by the Extension Offices but employees are able to enter their request in order to get paid for the day(s).

Applies to:	Time Off Type	When to Use
Union CWA	CWA Floating Holiday	CWA employees are provided 4 floating holidays at the beginning of each year to take whenever they like. The first one is a University Holiday - Martin Luther King Jr. The second one is the President's day. They must take off President's Day and must request the day off via Workday The remaining 2 floating holidays are also requested through Workday.
Cornell Police	CPU FTO / Mandatory (Hours)	For Cornell Police use only. Time off plan to take earned time from Field Training and Mandatory Day.
	CPU No Swingback	This is used only when an employee of Cornell Police works evenings or nights and must report for another assignment (training, event, etc.) early the next morning. They are allowed to leave (with their supervisor's permission and manpower situation). They will use this time off plan of No Swingback to receive pay.
	Paid Time Off – CPU (Hours)	This is earned time for working on holiday/banking time. Although Sergeants and Sr. Telecommunicator coordinators work in Cornell Police, they do not receive the same Paid Time Off plan. They earn Paid Time Off in the "University" Paid Time Off Plan, not this one.
Union – UAW / IUOE Ithaca	Paid Time Off – UAW/IUOE Ithaca (Hours)	This is for earned time for working on holiday/banking time for the UAW & IUOE Ithaca Union. (Formerly named: Comp Time) Note: The union balance period is July 1 st through June 30 th .
Union – UAW / CPU	Health Care Leave Time Off (Hours)	This plan is for Union employees who do not participate in University Health and Personal plan. CPU / UAW / IUOE has their own plan.
	Personal Leave Time Off (Hours)	Unions not participating in University <i>Health and Personal</i> plan receive 24 hours / year up to 20 years of service and 40 hours / year after 20 years of service prorated based on FTE.
	Sick Leave Time Off (Hours)	This plan is for Union employees who do not participate in University.
Union – IUOE Ithaca	Health Care Leave Time Off IUOE Ithaca (Hours)	IUOE Ithaca does not participate in University <i>Health and Personal</i> plan, they are eligible for Health Care Leave time off They receive 24 hours/year x FTE. This union has a balance period of 3/15-3/14.
	Personal Leave Time Off IUOE Ithaca (Hours)	IUOE Ithaca does not participate in University <i>Health and Personal</i> plan; they are eligible for Personal Leave time off. They receive 24 hours < 20 years of service and 40 hours >20 years - Prorated based on FTE
	Sick Leave Time Off IUOE Ithaca (Hours)	IUOE Ithaca does not participate in University <i>Health and Personal</i> plan.

Questions? [Please contact your local Pay Rep](#)