

**Westfield State University - Paid Time Off Leave Accrual and Forfeiture Grid - Updated: 02/07/25**

PTO PLAN	BARGANING UNIT	LEAVE ACCRUAL RATE	FORFEITURE
Personal	AFSCME & NUC	5 days if <b>active</b> employee on January 1 annually. <b>New hires</b> pro-rated in 1st year. Jan 2-Mar 31: 5 days Apr 1-Jun 30: 3 days Jul 1-Sep 30: 2 days Oct 1-Dec 31: 0 days	PERSONAL time is <b>use or lose by December 31</b> annually
Personal	APA	5 days if <b>active</b> employee on January 1 annually. <b>New hires</b> pro-rated in 1st year. Jan 2-Mar 31: 4 days Apr 1-Jun 30: 3 days Jul 1-Sep 30: 2 days Oct 1-Dec 31: 0 days	
Personal	MSCA Faculty	2 days if <b>active</b> employee on January 1 annually. <b>New hires</b> pro-rated in 1st year. Jan 2-Jun 30: 2 days Jul 1-Dec 31: 1 day	
Personal	MSCA Librarian	5 days if <b>active</b> employee on January 1 annually. <b>New hires</b> pro-rated in 1st year. Jan 2-Mar 31: 4 days Apr 1-Jun 30: 3 days Jul 1-Sep 30: 2 days Oct 1-Dec 31: 1 day	
Personal	NUP	5 days if <b>active</b> employee on January 1 annually. <b>New hires</b> pro-rated in 1st year. Jan 2-Mar 31: 4 days Apr 1-Jun 30: 3 days Jul 1-Sep 30: 2 days Oct 1-Dec 31: 0 days	
Sick	AFSCME & NUC	15 days/yr	SICK time not used rolls over year to year. <b>No forfeiture</b> during active employment
Sick	APA	15 days/yr	
Sick	MSCA Faculty	10 days/yr (earned 09/01-05/31)	
Sick	MSCA Librarian	15 days/yr	
Sick	NUP	15 days/yr	
Vacation	AFSCME & NUC	0 - less than 4.5 yrs: 10 days 4.5 - less than 9.5 yrs: 15 days 9.5 - less than 19.5 yrs: 20 days 19.5 yrs or more: 25 days	VACATION: Excess greater than 50 days is <b>forfeited</b> at the <b>end of the last pay period in December</b>
Vacation	APA	0 - 4 yr: 20 days 5 - 9 yrs: 22 days 10 - 14 yrs: 23 days 15 - 19 yrs: 24 days 20 yrs or more: 25 days <b>25 years by 06/30/20: 30 days</b>	VACATION: Excess greater than 50 days is <b>forfeited</b> at the <b>end of the last pay period in January</b>
Vacation	MSCA Librarian	0 - 7 yrs: 22 days 8 - 11 yrs: 23 days 12 - 19 yrs: 24 days 20 yrs or more: 25 days <b>25 years by 06/30/20: 30 days</b>	VACATION: Excess greater than 50 days is <b>forfeited each biweekly pay period</b>
Vacation	NUP	0 - 4 yrs: 20 days 5 - 10 yrs: 22 days 10 - 14 yrs: 23 days 15 - 19 yrs: 24 days 20 yrs or more: 25 days <b>25 years by 12/31/17: 30 days</b>	VACATION: Excess greater than 50 days is <b>forfeited January 1</b>