

Time Off Summary - Administrators

Personal Time ([NYU Personal Days Policy](#))

- Available as of start date
- Receive 2 personal days each academic year following first year of employment
- Personal time available during first academic year of employment:

Commencement of Employment	Number of Personal Days
Between September 1 and December 31	2
Between January 1 and April 30	1
Between May 1 and August 31	0

Vacation Time ([Vacation Policy](#))

- Available 6 months from start date
- Accrue 1.83 days per month (22 days per academic year)
- Administrators with less than 15 years of service may carry over up to 11 vacation days into the subsequent academic year

Sick Time ([Sick and Safe Leave Policy and Procedure](#))

- Receive 12 days as of start date
- After 1 year of service, receive a bank of sick days on employment anniversary each year (less sick leave used in prior 12 months)*
- Sick leave used is also credited back after 12 months.

*If needed, the University will advance the balance of the time needed for you to have 56 hours (8 days) of sick leave available at the start of the year.

Please refer to the policy links above for additional information.