### Time Off Summary – Clerical and Technical Staff

#### Personal Time
(Refer to Article 22, Sections K-Q of the Local 3882 Collective Bargaining Agreement)

- May be listed in myTime bank as of start date, but may not be used until after 3 months of employment
- Receive 2 personal days each academic year following first year of employment
- Personal time available during first academic year of employment:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Number of Personal Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between September 1 and December 31</td>
<td>2</td>
</tr>
<tr>
<td>Between January 1 and April 30</td>
<td>1</td>
</tr>
<tr>
<td>Between May 1 and August 31</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Vacation Time
(Refer to Article 23 of the Local 3882 Collective Bargaining Agreement)

- Available after 6 months of employment
- Accrue 0.83 days per month (10 days per academic year) – accrual rate increases after 3 years of service
- Vacation time may be carried into the following academic year (as of September 1st). Up to ½ of your annual vacation may be carried beyond April 1st and must be used by August 31st following the academic year it was earned.

#### Sick Time
(Refer to Article 24 of the Local 3882 Collective Bargaining Agreement)

- Available after 3 months of employment
- Accrue 1 sick day (7 hours) per month

Please refer to the links above for additional information.