Time Off Summary – Part-Time 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 (8 hours) each academic year following first year of employment
- Personal time available during first academic year of employment:

<table>
<thead>
<tr>
<th>Commencement of Employment</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 3.33 hours per month (40 hours/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 (4 hours) per month

Please refer to the links above for additional information.