

## 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:

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** (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 1<sup>st</sup>). Up to ½ of your annual vacation may be carried beyond April 1<sup>st</sup> and must be used by August 31<sup>st</sup> 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.**