

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 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.