

## Time & Leave Benefits Summary – College Assistants

<p><b>Annual Leave</b></p>	<p>Employees accrue annual leave based on the number of hours worked bi-weekly, as set forth below:</p> <ul style="list-style-type: none"> <li>• At the beginning of the employee’s 1st year - accrue 1 hour for every 15 hours worked</li> <li>• At the beginning of the employee’s 5th year - accrue 1 hour for every 11 hours worked</li> </ul> <p>For the first three fiscal years (July 1 – June 30), annual leave may accrue but not be used until 500 work hours is reached.</p> <p>Any annual leave balances should be used by the end of fiscal year (June 30). Unused annual leave will be paid out at the end of fiscal year up to the permissible contractual limit.</p>
<p><b>Holidays &amp; Unscheduled Holidays</b></p>	<p>This title is not eligible for paid holidays or unscheduled holidays.</p>
<p><b>Sick Leave</b></p>	<p>Employees accrue sick leave based on the number of hours worked bi-weekly as follows:</p> <p><i>Accrue 1 hour for every 20 hours worked</i></p> <p>Employees absent from work for 3 or more consecutive days due to illness are required to bring in a note from their health care provider.</p> <p>Employees who are absent from work for more than 5 consecutive days due to illness must file Family Medical Leave forms with the Central Office Human Resources Department.</p> <p>Sick leave balances not used by the end of the fiscal year will be carried over into the following fiscal year.</p>
<p><b>Jury Duty</b></p>	<p>Hourly employees who are required to serve on a jury are eligible for compensation, \$40 per day, up to three days. Submission of Jury Duty Summons and Certification of Jury Duty Service are required along with biweekly timesheet for processing.</p>