

ANNUAL LEAVE ACCUMULATION

An eligible employee earns and accumulates annual leave for each month of service or major portion thereof. Group amounts earned and maximum allowable accumulations follow:

Service Group 1: Employees with less than five (5) years of full-time service accrue annual leave at the rate of one (1) day (or 7.5 hours) for each month of service or major portion thereof and may accumulate a maximum of thirty (30) workdays (or two hundred and twenty five (225.0) hours). Employees working an eight (8.0) hour schedule accrue eight (8.0) hours per month and may accumulate a maximum of two hundred and forty (240.0) hours.

Service Group 3: Employees with five (5) years and less than ten (10) years of full-time service accrue annual leave at the rate of one and one-half days (or 11.3 hours) for each month of service or major portion thereof and may accumulate a maximum of thirty-six (36) workdays (or 270.0) hours. Employees working an eight (8.0) hour schedule accrue twelve (12.0) hours per month and may accumulate a maximum of two hundred and eighty eight (288.0) hours.

Service Group 4: Employees with ten (10) years and less than twenty (20) years of full-time service accrue annual leave at the rate of one and three fourths days (or 13.2 hours) for each month of service or major portion thereof and may accumulate a maximum of thirty-nine (39) workdays (or 292.5 hours). Employees working an eight (8.0) hour schedule accrue fourteen (14.0) hours per month and may accumulate a maximum of three hundred and twelve (312.0) hours.

Service Group 5: Employees with twenty (20) years or more full-time service accrue annual leave at the rate of two (2) days (15.0 hours) for each month of service or major portion thereof and may accumulate a maximum of forty-two (42) workdays (315.0) hours. Employees working an eight (8.0) hour schedule accrue sixteen (16.0) hours per month and may accumulate a maximum of three hundred and thirty six (336.0) hours.

SICK LEAVE ACCUMULATION

An eligible employee earns and accumulates sick leave for each month of service or major portion thereof.

All Groups: Employees accrue sick leave at the rate of one (1) day (or 7.5 hours) for each calendar month of service.

Last Update: February 13, 2019