TIME & LEAVE SUMMARY - COLLEGE ASSISTANTS

Breaks:
College Assistants working up to five hours, are not required to take a lunch break. A half-hour lunch break must be taken for hours worked above five and up to six hours. For six or more hours worked, a one-hour lunch must be taken. Under employment laws, employees are not paid for lunch breaks.

Annual Leave:
Employees accrue annual leave based on the number of hours worked bi-weekly, as set forth below:

- At the beginning of the employee’s 1st – 4th year - accrue 1 hour for every 15 hours worked
- At the beginning of the employee’s 5th year - accrue 1 hour for every 11 hours worked

For the first three fiscal years (July 1 – June 30), annual leave may accrue but not be used until 500 work hours is reached.

In the beginning of the 4th year of service, the 500 hours threshold requirement shall not apply to CAs. Permission is granted to use annual leave as accumulated if a CA had worked for at least 500 or more hours per year in the previous 3 years.

Any annual leave balances should be used by the end of the fiscal year (June 30).

Unused annual leave will be paid out at the end of fiscal year up to the permissible contractual limit.

Sick Leave:

Accrue 1 hour for every 20 hours worked.

For the first three fiscal years (July 1 – June 30) of employment in the title, accrued sick leave may be used only after 500 work hours are completed. Sick leave must be used for personal illness only and can only be used for days, and/or hours an employee is scheduled to work.

After the first three fiscal years, College Assistants may be permitted, via HR approval, to take sick leave as it accrues without meeting the 500-hour threshold.

Unused sick leave accruals may be carried forward to the following fiscal year.