

HOLIDAY LEAVE: 12 paid holidays per year

ANNUAL LEAVE

A. Annual Leave Accrual

1. Regular full-time employees shall accrue annual leave based on years of service as follows:

<u>Earning Rate of Annual Leave</u>	<u>Per Full Month of Service / Days/Yr.</u>	
Date of Hire – 5 years	1 day (8 hours)	12
5+ years – 10 years	1-1/4 days (10 hours)	15
10+ years – 15 years	1-1/2 days (12 hours)	18
15+ years – 20 years	1-3/4 days (14 hours)	21
20+ years continuous service	2 days (16 hours)	24

2. Regular part-time employees (who work an average 20 hours per week or more) shall earn annual leave based on the following:

Date of Hire – 5 years	.5 day (4 hours)	6
5+ years – 10 years	.625 day (5 hours)	7.5
10+ years – 15 years	.75 day (6 hours)	9
15+ years – 20 years	.875 day (7 hours)	10.5
20+ years continuous service	1 day (8 hours)	12

3. Temporary full and part-time employees do not earn annual leave.

4. Maximum annual leave accrual rates are as follows:

Date of Hire – 5 years continuous service	24 workdays
5+ years – 10 years continuous service	30 workdays
10+ years continuous service	36 workdays

The maximum annual leave accrual rates for part-time employees are as follows:

Date of Hire – 5 years continuous service	12 workdays (or 96 work hours)
5+ years – 10 years continuous service	15 workdays (or 120 work hours)
10+ years continuous service	18 workdays (or 144 work hours)