As referenced in the Collective Bargaining Agreements.

Full-time (12 month) Classified Employees

Full-time twelve (12) month Classified employees the Clerical, Maintenance, A&R and Protective Services are entitled to the following paid leave benefits. Full time is based on a 40-hour workweek (37.5-hour Maintenance).

**Vacation (40hr week):**
- **0-5 years** 12 days per year: equivalent to 8 hours per month.
- **6-19 years** 15 days per year: equivalent to 10 hours per month.
- **Over 20 years** 20 days per year: equivalent to 13.33 hours per month.

**Vacation (37.5hr week):**
- **0-5 years** 12 days per year: equivalent to 7.5 hours per month.
- **6-19 years** 15 days per year: equivalent to 9.38 hours per month.
- **Over 20 years** 20 days per year: equivalent to 12.53 hours per month.

Vacation time is earned monthly and accrued in hours. Employees begin earning time after their first full month of employment.

New employees must work six (6) continuous months before eligible to use earned vacation time. Employees may accrue a maximum of 840 hours (120 days) of vacation time.

If you resign prior to the completion of the initial six (6) month working test period, you are not eligible to receive payment for accrued vacation time.

Full-time (12 month) Classified Employees

Full-time twelve (12) month Classified employees the Clerical, Maintenance, A&R and Protective Services are entitled to the following paid leave benefits. Full time is based on a 40-hour workweek (37.5-hour Maintenance).

**Vacation (40hr week):** 15 days per year: equivalent to 10 hours per month.

**Vacation (37.5hr week):** 15 days per year: equivalent to 9.38 hours per month.

Sick time is earned monthly and accrued in hours. Employees begin earning time after their first full month of employment.

Employees may accrue unlimited hours of sick time.

If you leave state employment prior to retirement (resign or vested rights retirement) you are not paid for any accrued sick leave.

A sick leave absence of more than 5 consecutive workdays requires a State of Connecticut Medical Certificate be submitted to the Human Resources Office.

Employees when incapacitated for duty must call their supervisor as soon as possible BEFORE the start of the workday to report use of sick leave.

Except in the case of an emergency - Request to use accrued sick leave for the purpose of attending medical appointment and funerals is subject to prior approval.
Personal Leave

Three (3) days per calendar year: equivalent to 21 hours per year. Personal Leave time must be used within a calendar year.

Holidays

Each year, all **nonteaching professional staff members** shall be granted time off with pay for the following 12 holidays:

- New Year’s Day
- Martin Luther King Day
- **Lincoln’s Birthday**
- Washington’s Birthday
- Good Friday (Day of Reflection)
- Memorial Day
- Independence Day
- Labor Day
- **Columbus Day**
- Veteran’s Day
- Thanksgiving Day
- Christmas Day

**Bolded Holidays** are considered “Floating Holidays” for non-faculty employees. If you work on that holiday you will receive holiday comp day which can be used at another time with the approval of your supervisor. If you take the holiday you will receive no comp day.