As referenced in the Collective Bargaining Agreements.

Full-time (12 month) Librarians, Counselors and Non-Teaching Faculty

Full-time twelve (12) month Librarian, Counselor and Non-Teaching Faculty members of the AFT, Congress and AFSMCE Administrators are entitled to the following paid leave benefits. Full time is based on a 35-hour workweek.

**Vacation:** 22 days per year: equivalent to 12.833 hours per month.

Full-time (12 month) Management

Full-time twelve (12) month Management are entitled to the following paid leave benefits. Full time is based on a 40-hour workweek.

**Vacation:** 22 days per year: equivalent to 14.66 hours per month.

Full-time (10 month) Librarians, Counselors and Non-Teaching Faculty

Full-time ten (10) month Librarians, Counselors and Non-Teaching Faculty members of the AFT, Congress and AFSMCE Administrators are entitled to the following paid leave benefits. Full time based on a 35-hour workweek.

**Vacation:** 18.3 days per year: equivalent to 1.83 days 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.

Vacation days taken by Administrators, Counselors and Librarians and non-teaching professionals are subject to prior approval by the President of the college. It is expected that Administrators, Counselors, Librarians and nonteaching professionals will take a minimum of three weeks’ vacation each calendar year. Vacation days do not accrue during any month in which an Administrator, Counselor, Librarian or non-teaching professional is on leave of absence without salary for more than five days.

Full-time (12 month) Librarians, Counselors and Non-Teaching Faculty

Full-time twelve (12) month Librarian, Counselor and Non-Teaching Faculty members of the AFT, Congress and AFSMCE Administrators are entitled to the following paid leave benefits. Full time is based on a 35-hour workweek.

**Sick:** 15 days per year: equivalent to 8.75 hours per month.
Full-time (12 month) Management

Full-time twelve (12) month Management are entitled to the following paid leave benefits. Full time is based on a 40-hour workweek.

Sick: 15 days per year: equivalent to 10 hours per month.

Full-time (10 month) Librarians, Counselors and Non-Teaching Faculty

Full-time ten (10) month Librarians, Counselors and Non-Teaching Faculty members of the AFT, Congress and AFSMCE Administrators are entitled to the following paid leave benefits. Full time based on a 35-hour workweek.

Sick: 12.5 days per year: equivalent to 8.75 hours per month.

Full-time (10 month) Teaching Faculty

Full-time ten (10) month Teaching Faculty members of are entitled to the following paid leave benefits. Full time based on a 35-hour workweek.

Sick Leave: 12.5 days per year: equivalent to 8.75 hours per month. No accruals in June of August.

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

In the event of critical illness or severe injury to a member of the immediate family creating an emergency, provided that not more than ten (10) days of sick leave per calendar year shall be granted.

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 non-teaching 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.

Teaching faculty will be granted the following holidays:

• Labor Day
• Washington’s Birthday
• Good Friday (Day of Reflection)

• Memorial Day
• Thanksgiving Day
• Day after Thanksgiving