

## CIVIL SERVICE STAFF (FULLTIME)

### Annual Leave

The annual leave period is from September 1st through August 31st.

A full month's credit for annual leave earnings shall be given to an employee who has been in full pay status for at least 15 calendar days during that month. Annual leave may be accrued to two times (2x) the maximum annual leave allowance up to fifty-four (54) days depending on civil service group. All excess annual leave above the maximum on August 31st will be converted to sick leave as of September 1st of each year.

Note: Skilled Trades/220 Titled employees vary in the amount of annual, sick, holiday leave and compensatory time they may accrue.

The annual leave allowance for Employees in a title or an agency covered by the Leave Regulations shall accrue as follows:

### Annual Accrual for Civil Service Blue and White Collar:

|         |                        |                         |         |
|---------|------------------------|-------------------------|---------|
| 35 hrs. | First Year             | 1 day, 1 hrs., 45 min.  | 15 days |
|         | Beginning of 5th year  | 1 day, 4 hrs., 40 min.  | 20 days |
|         | Beginning of 8th year  | 2 days and 35 min.      | 25 days |
|         | Beginning of 15th year | 2 days, 1 hrs., 45 min. | 27 days |
| <hr/>   |                        |                         |         |
| 40 hrs. | First Year             | 1 day and 2 hours       | 15 days |
|         | Beginning of 5th year  | 1 day, 5 hrs., 20 min.  | 20 days |
|         | Beginning of 8th year  | 2 days and 40 min.      | 25 days |
|         | Beginning of 15th year | 2 days and 2 hrs.       | 27 days |

### Annual Accrual for Civil Service Skilled Trade:

| Title        | Years of Service           | Allowance per year | Monthly Accrual | Carry over Cap |
|--------------|----------------------------|--------------------|-----------------|----------------|
| Carpenter    |                            | 27 days            | 2 ¼ days        | 54 days        |
| Electrician  | Beginning of the 1st year  | 17 days            | 1.41 days       | 34 days        |
| Elec. Helper | Beginning of the 8th year  | 27 days            | 2 ¼ days        | 54 days        |
|              | Beginning of the 15th year | 29 days            | 2.41 days       | 58 days        |
| Laborer      | Beginning of the 1st year  | 15 days            | 1 ¼ days        | 30 days        |
|              | Beginning of the 5th year  | 20 days            | 1 2/3 days      | 40 days        |
|              | Beginning of the 8th year  | 25 days            | 2.08 days       | 50 days        |
|              | Beginning of the 15th year | 27 days            | 2 ¼ days        | 54 days        |
| Locksmith    | Beginning of the 1st year  | 15 days            | 1 ¼ days        | 30 days        |
|              | Beginning of the 5th year  | 20 days            | 1 2/3 days      | 40 days        |

|                            |                             |                   |            |         |                     |
|----------------------------|-----------------------------|-------------------|------------|---------|---------------------|
|                            | Beginning of the 8th year   | 25 days           | 2.08 days  | 50 days |                     |
|                            | Beginning of the 15th year  | 27 days           | 2 ¼ days   | 54 days |                     |
| High Pressure Plant Tender | Beginning of the 1st year   | 10 days           | .83 days   | 20 days |                     |
|                            | Beginning of the 2nd year   | 13 days           | 1.08 days  | 26 days |                     |
|                            | Beginning of the 4th year   | 15 days           | 1 ¼ days   | 30 days |                     |
|                            | Beginning of the 5th year   | 20 days           | 1 2/3 days | 40 days |                     |
|                            | Beginning of the 8th year   | 25 days           | 2.08 days  | 50 days |                     |
|                            | Beginning of the 15th year  | 27 days           | 2 ¼ days   | 54 days |                     |
| Maintenance                | Beginning of the 1st year   | 15 days           | 1 ¼ days   | 30 days |                     |
|                            | Beginning of the 5th year   | 20 days           | 1 2/3 days | 40 days |                     |
|                            | Beginning of the 8th year   | 25 days           | 2.08 days  | 50 days |                     |
|                            | Beginning of the 15th year  | 27 days           | 2 ¼ days   | 54 days |                     |
| Oiler                      | Beginning of the 1st year   | 6.5 days          | 1 ¼ days   | 30 days | Hired after 7/1/85  |
| Stationary Engineer        | Beginning of the 5th year   | 11.5 days         | 1 2/3 days | 40 days | Hired after 7/1/85  |
|                            | Beginning of the 8th year   | 16.5 days         | 2.08 days  | 50 days | Hired after 7/1/85  |
|                            | Beginning of the 15th year  | 18 days           | 2 ¼ days   | 54 days | Hired after 7/1/85  |
| Oiler                      | Beginning of the 1st year   | 11.5 days         | 1 ¼ days   | 30 days | Hired before 7/1/85 |
| Stationary Engineer        | Completion of the 8th year  | 16.5 days         | 2.08 days  | 50 days | Hired before 7/1/85 |
|                            | Completion of the 15th year | 18.5 days         | 2 ¼ days   | 54 days | Hired before 7/1/85 |
| Painter                    |                             | 24 days 3 ½ hours | 2.04 days  | 49 days |                     |
| Sup Painter                |                             | 24 days           | 2 days     | 48 days |                     |
| Plumber and Plumber Helper |                             | 28 days           | 2.33 days  | 56 days |                     |
| Roofer                     | Beginning of the 1st year   | 13 days           | 1.08 days  | 26 days |                     |
|                            | Beginning of the 2nd year   | 16 days           | 1.33 days  | 32 days |                     |
|                            | Beginning of the 4th year   | 18 days           | 1 ½ days   | 36 days |                     |

|                     |                            |         |           |         |
|---------------------|----------------------------|---------|-----------|---------|
|                     | Beginning of the 5th year  | 23 days | 1.92 days | 46 days |
|                     | Beginning of the 8th year  | 28 days | 2.33 days | 56 days |
|                     | Beginning of the 15th year | 30 days | 2 ½ days  | 60 days |
| Thermostat Repairer |                            | 28 days | 2.33 days | 56 days |

### Sick Leave

The Sick Leave allowance for all Blue and White Collar employees shall accrue as one (1) day per month for a total of twelve (12) days per year. The number of Sick Leave days permitted to accumulate shall be unlimited. New employees accumulate 1 day of sick leave a month after working for one (1) full month for a total of 12 days per year.

### Civil Service Skilled Trade -Sick Leave Accrual Rate for:

| Title               | Allowance per year | Monthly Accrual | Carry over Cap |
|---------------------|--------------------|-----------------|----------------|
| Carpenter           | 11 days            | .92 day         | Unlimited      |
| Electrician         | 12 days            | 1 day           | Unlimited      |
| Laborer             | 12 days            | 1 day           | Unlimited      |
| Locksmith           | 12 days            | 1 day           | Unlimited      |
| Maintenance         | 12 days            | 1 day           | Unlimited      |
| Oiler               | 12 days            | 1 day           | Unlimited      |
| Painter             | 12 days            | 1 day           | Unlimited      |
| Plumber             | 10 days            | .83 day         | Unlimited      |
| Roofer              | 12 days            | 1 day           | Unlimited      |
| Stationary Engineer | 12 days            | 1 day           | Unlimited      |
| High Pressure Plant | 12 days            | 1 day           | Unlimited      |
| Thermostat Repairer | 10 days            | .83 day         | Unlimited      |

### Bereavement Leave

An employee may be excused without charge for a period of up to four (4) days when a death occurs among members of the employee's immediate family. When the death occurs while the employee is on annual leave or sick leave, such time as is excusable for death in the family shall not be charged as annual leave or sick leave. The employee must submit documentation which indicates the relationship to the deceased and the date of death to Human Resources.

Immediate family shall be defined as spouse; natural, foster, or step parent; grandchild; mother-in-law; father-in-law; natural, foster, or step brother; natural, foster, or step sister; natural, foster, or step child; any relative residing in the same household; and the Domestic Partner of the employee and a child or parent of the Domestic Partner or any other relative of the Domestic Partner living in the same household.

### Unscheduled Holidays

There are four (4) unscheduled holidays (personal days) during the period September 1 – August 31 of each year. They must be used before August 31st. Unscheduled holidays may not be carried over to the next year.

## Compensatory Time

Employees may earn up to 240 hours per year in compensatory time. The compensatory time must be used within 90 days of being earned, or will be added to the sick leave balance. There is no carry over of compensatory time from year to year. Use of compensatory time is scheduled by the Supervisor.

## Lateness

- Starting time is the time scheduled by your supervisor for you to begin the work day.
- Lateness of more than 6 minutes at starting time, or on return from meals or break, will be deducted from annual leave as shown in the section on lateness penalties.
- Lateness penalties are deducted from annual leave. If you have no accrued annual leave, a payroll deduction will be made.
- If you are less than 7 minutes late, the time is not deducted from your annual leave, but you are still considered late. You may be subject to further disciplinary action.

A grace period of 1/10 of an hour (6 minutes of un-penalized lateness) per day will be allowed from starting time to allow for transit delays, elevator delays, extreme weather conditions, etc.

Note this does not change the starting time. Lateness of more than 6 minutes shall be deducted from annual leave as follows:

| <b>For lateness of:</b> | <b>The penalty is:</b>                                                       |
|-------------------------|------------------------------------------------------------------------------|
| 7-10 minutes            | 15 minutes                                                                   |
| 11-20 minutes           | 30 minutes                                                                   |
| 21-35 minutes           | 45 minutes                                                                   |
| 36-50 minutes           | 1 hour                                                                       |
| 51-1 hour               | 6 minutes thereafter 1 hour 15 minutes like multiples added to 1 hr. 15 min. |

- An employee who swipes or signs in after the scheduled starting time five or more times a month, or who leaves the job before the scheduled end of the shift, may be subject to penalties and disciplinary action. This standard is not intended to preclude action where other patterns of lateness prevail.
- Lateness caused by a verified major failure of public transportation, such as a widespread or total power failure of significant duration or other catastrophe of similar severity, shall be excused at the discretion of the University. Verified lateness caused by less severe transportation difficulties may be excused at the sole discretion of the Director of Human Resources.
- In accordance with the procedure of each college or unit, employees are required to record their time upon arrival and departure from work. Employees may be required to record their time upon leaving for lunch and returning from lunch. Failure to record time as required may be excused only by the Director of Human Resources. Such approval will be indicated by the Director of Human Resources' making and initialing the appropriate time entries.