

COLLEGE ASSISTANTS

Annual Leave

You are entitled to receive annual leave if you work 500 or more hours in a fiscal year (July 1 - June 30). You will be credited with one hour of annual leave for every 15 hours worked during the year of employment. At the fifth year of employment, annual leave is earned at the rate of one hour for every 11 hours worked. Annual leave may be taken at any point after you have accrued it, with your supervisor's prior approval; or it will be paid to you after you have worked the number of hours allotted to you.

Sick Leave

You are entitled to receive sick leave if you work 500 or more hours in a fiscal year. You will be credited with one hour of sick leave for every 20 hours worked. Sick leave may be used only for your personal illness. Excessive use of sick leave will be reviewed by the Department of Human Resources. Unused sick leave may be accrued from year to year without limitation. A physician's certificate is required for illness extending for three or more consecutive working days, and for each month in the case of prolonged illness.