

## TEACHING INSTRUCTIONAL STAFF (FULLTIME)

### Annual Leave

Only instructional staff members employed as Librarians or Counselors will accrue annual leave time. For full-time teaching members of the faculty who have taught for a full year the period of annual leave is from the day subsequent to the June commencement until the thirtieth of August following such commencement or an equivalent consecutive period.

For members of the Instructional Staff who, prior to January 1, 1988, are employed full-time as Librarians and who continue to be employed as Librarians there shall be 30 work days of annual leave. Members of the Instructional Staff who are employed full-time as Librarians on or after January 1, 1988 shall accrue annual leave at the following rates:

Years of Service	Yearly Allowance
During the 1st year of service :	20 Days
During the 2nd through 11th year of service and thereafter :	20 days plus one additional day for each year of service to a maximum of 30 days

For instructional staff members who, prior to September 1, 1998 were appointed or assigned full-time as Counselors or to other student personnel assignments, except those in the Higher Education Officer series, the period of annual leave shall be from the day subsequent to the June commencement of each college until the thirtieth of August following such commencement or an equivalent consecutive period.

Members of the instructional staff who are appointed or assigned full-time as Counselors or to other student personnel assignments on or after September 1, 1998, except those in the Higher Education Officer series, shall accrue annual leave at the following rates:

Years of Service	Yearly Allowance
During the 1st year of service :	20 Days
During the 2nd through 11th year of service and thereafter :	20 days plus one additional day for each year of service to a maximum of 30 days

### Sick Leave

Each year you earn 20 calendar days of temporary disability leave exclusive of Saturdays, Sundays and authorized holidays and recesses. The unused portions of temporary disability leave can be accumulated to a maximum of one hundred and sixty (160) calendar days. Sick leave is earned only after a full month of service and no accruals are granted for service of less than a calendar month. Monthly accruals are 1 2/3 days.

### 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**

Only instructional staff members employed as Librarians or Counselors will accrue unscheduled holidays. There are four (4) unscheduled holidays (personal days) during the period September 1 – August 31 of each year. Unscheduled holidays may not be carried over to the next year.