
Policy: Benefit Time Usage
Policy No: 4.03
Approved: Board of Trustees: March 2006

BENEFIT TIME USAGE

Earning Benefit Time

The amount of hours attributed to a position by the Collective Bargaining Agreement (CBA) or, for those not covered by a CBA, the employee's contract.

Accrued Benefit Time

The amount of actual hours an employee is eligible to use as time off based on the number of months the employee worked during the current academic year or as provided for under the CBA or contract.

Managerial Confidential employees

Managerial Confidential employees are granted 14 sick days (98 hours), 6 personal days (42 hours) and 24 days (168 hours) of vacation per fiscal year. In the interest of employee personal needs and College fiscal liability, upon submission of a signed contract, an employee will be credited with half of the granted leave effective September 1st and the other half effective February 1st in anticipation of the employee working the term of the signed contract. Any employee who terminates employment prior to the completion of his or her contract will be entitled to be paid for only the amount of vacation time accrued as a result of the actual time worked during the contract year. Sick and personal time have no monetary value at the time of termination. An employee who has used more benefit time than he or she is entitled to will have the monetary value of the excess time subtracted from his or her final pay or the time deducted from any vacation time paid at the time of termination.

Sick, Personal and Vacation time is prorated by dividing the annual benefit time granted by 12 months. Employees are credited with a half month of benefit time if the date of hire is the 16th of the month or later or the date of termination is between the first and 15th of the month; a full month if the date of hire is between the first and 15th of the month or the date of termination is

the 16th of the month or later. The accrued time is then rounded, following standard rounding principles, to the nearest quarter hour, e.g. 4.34 hours becomes 4.25 hours and 4.68 becomes 4.75 hours.

In the interest of providing work-life flexibility, Managerial Confidential employees are expected to work a minimum of 35 hours per week in order to maintain their full-time status. Beginning 9/1/2011 benefit time will be tracked in hours and can be used by employees in as little as quarter hour increments, with approval from the employee's immediate supervisor, in order to ensure that the employee maintains his or her full-time status by accounting for a minimum of 35 hours per week.

Academic Support staff and Non-teaching faculty

In accordance with section 2102.2 of the PSA CBA, Academic Support staff and Non-teaching faculty are granted either 12 sick days (84 hours) or 14 sick days (98 hours), 5 personal days (35 hours) and 25 (175 hours), 36 (252 hours) or 44 (308 hours) days of vacation per fiscal year. Vacation time is accrued on a monthly basis over a ten month period (September 1st through June 30th) that results in the employee accruing the full annual vacation time by the 30th of June each year. Any employee who terminates employment prior to the completion of his or her contract will be entitled to only the amount of vacation time accrued as a result of the actual time worked during the contract year.

In the interest of employee personal needs and College fiscal liability, upon submission of a signed contract, an employee will be credited with half of the granted vacation time effective September 1st and the other half of the vacation time effective February 1st in anticipation of the employee working the term of the signed contract. Any employee who terminates employment prior to the completion of his or her contract will be entitled to only the amount of vacation time accrued as a result of the actual time worked during the contract year.

If an employee is hired between September 1st and June 30th, the annual amount of vacation time attributed to the position is divided by 10 (to determine the monthly accrual) and then multiplied by the number of months between the date of hire and June that the employee is anticipated to work. If an employee terminates prior to the end of the academic year of his or her first year of

employment, the monthly accrual is multiplied by the number of months worked in the current academic year by the departing employee. Employees are credited with a full month of benefit time if the date of hire is between the first and 15th of the month; a half month if the date of hire is the 16th of the month or later. The accrued time is then rounded, following standard rounding principles, to the nearest quarter hour, e.g. 4.34 hours becomes 4.25 hours and 4.68 becomes 4.75 hours.

For employees terminating prior to the end of their 2nd or subsequent year of employment, vacation time is prorated by dividing the annual benefit time granted by 10 months (i.e., September 1st through June 30th.) Employees are credited with a half month of benefit time if the date of termination is between the first and 15th of the month and a full month if the date of termination is the 16th of the month or later. The accrued time is then rounded, following standard rounding principles, to the nearest quarter hour, e.g. 4.34 hours becomes 4.25 hours and 4.68 becomes 4.75 hours.

In accordance with section 2105 of the PSA CBA, Academic Support staff and Non-teaching faculty accrue half of the annual sick time effective September 1st and the second half of the annual sick time effective February 1st each year.

If an employee is hired between September 1st and June 30th, the annual amount of sick time attributed to the position is divided by 10 (to determine the monthly accrual) and then multiplied by the number of months between the date of hire and June that the employee is anticipated to work. If an employee terminates prior to the end of the academic year of his or her first year of employment, the monthly accrual is multiplied by the number of months worked in the current academic year by the departing employee. Employees are credited with a full month of benefit time if the date of hire is between the first and 15th of the month; a half month if the date of hire is the 16th of the month or later. The accrued time is then rounded, following standard rounding principles, to the nearest quarter hour, e.g. 4.34 hours becomes 4.25 hours and 4.68 becomes 4.75 hours. Sick time has no monetary value at the time of termination.

In accordance with section 2105 of the PSA collective bargaining agreement, Academic Support staff and Non-teaching faculty accrue five personal days per year effective September 1st.

If an employee is hired between September 1st and June 30th, the annual amount of personal time attributed to the position is divided by 10 (to determine the monthly accrual) and then multiplied by the number of months between the date of hire and June that the employee is anticipated to work. If an employee terminates prior to the end of the academic year of his or her first year of employment, the monthly accrual is multiplied by the number of months worked in the current academic year by the departing employee. Employees are credited with a full month of benefit time if the date of hire is between the first and 15th of the month; a half month if the date of hire is the 16th of the month or later. The accrued time is then rounded, following standard rounding principles, to the nearest quarter hour, e.g. 4.34 hours becomes 4.25 hours and 4.68 becomes 4.75 hours. Personal time has no monetary value at the time of termination.

An employee who has used more benefit time than he or she is entitled to will have the monetary value of the excess time subtracted from his or her final pay or the time deducted from any vacation time paid at the time of termination.

In the interest of providing work-life flexibility, Academic Support staff and Non-Teaching faculty are expected to work a minimum of 35 hours per week in order to maintain their full-time status. Beginning 9/1/11 benefit time will be tracked in hours and can be used by employees in as little as quarter hour increments, with approval from the employee's immediate supervisor, in order to ensure that the employee maintains his or her full-time status by accounting for a minimum of 35 hours per week.

Faculty

Faculty members are granted 12 sick days and five (5) personal days per fiscal year in accordance with the PSA CBA.

In accordance with section 2105 of the PSA CBA, faculty accrue half of the annual sick time (six days) effective the start of the fall semester and the second half of the annual sick time (six days) effective the start of the spring semester each year.

If a faculty member is hired after the start of either the fall or spring semester, that semester's amount of sick time is divided by 4 (to determine the monthly accrual) and then multiplied by the

number of months remaining in the semester that the employee is anticipated to work. The accrued time is then rounded, following standard rounding principles, to the nearest half-day, e.g. 4.25 days become 4.5 and 4.24 becomes 4 days. Sick time has no monetary value at the time of termination.

In accordance with section 2105 of the PSA collective bargaining agreement, faculty members accrue five personal days per year effective September 1st.

If a faculty member is hired at the start of the spring semester, the new faculty member will receive 2.5 days of personal time for use during the spring semester. If hired within the fall semester, the amount of personal time accrued for the fall semester is determined by dividing 2.5 days by 4 months to determine the monthly accrual. The monthly accrual is then multiplied by the number of months remaining in the semester that the employee is anticipated to work. The accrued time is then rounded, following standard rounding principles, to the nearest half-day, e.g. 4.25 days become 4.5 and 4.24 becomes 4 days and 2.5 days (for the spring semester accrual) is added to the total number of personal days accrued. If hired within the spring semester, the amount of personal time accrued is determined in the same manner as described above for being hired within the fall semester. Personal time has no monetary value at the time of termination.

A faculty member who has used more benefit time than he or she is entitled to will have the monetary value of the excess time subtracted from his or her final pay or the time deducted from his or her final pay.

Benefit time for teaching faculty is tracked and used in either full or half day increments.

Civil Service employees

Sick and Vacation time are accrued on a monthly basis in accordance with the manner specified in the Teamsters CBA. Employees are credited with personal time on a quarterly basis as specified in the Teamsters CBA.

For Civil Service employees, the terms and conditions regarding accruing and using vacation, sick and personal time is specified in the CBA. Neither sick nor personal time has monetary value at

the time of termination. An employee who has used more benefit time than he or she is entitled to will have the monetary value of the excess time subtracted from his or her final pay or the time deducted from any vacation time paid at the time of termination.

Holidays

The number of holidays observed by the College is dictated by the Teamster contract and applies to the members of the Teamster Unit as indicated by this policy statement. The dates on which some holidays are observed by the closing of the College may differ from the traditional date on which the specific holiday is typically observed in order to limit conflict with the academic calendar. An individual employee's eligibility for holiday pay is determined by the traditional date of the holiday, not the College's observed date. Civil Service employees hired after the traditional date of a holiday but before the College's observed date, are not eligible for the holiday as a paid day off and will be charged either personal or vacation time for the day. Civil Service employees hired after the College's observed date of a holiday but before the traditional date on which the holiday is typically observed will receive a floating holiday to be used before the end of the academic year.

Managerial Confidential, Academic Support staff, Teaching and Non-teaching Faculty scheduled to work on a day that the College is closed in observance of a holiday are paid for their scheduled hours for that day without charge to their benefit time and are not obligated to report for work on that day.

Certain grant-funded positions must follow the traditional holiday observance dates established by the County rather than the College's observed dates.