

## Time & Attendance Keeping Record

### *35 Hour Work Week*

1/4 Day	1 <sup>3</sup> / <sub>4</sub> Hours
1/2 Day	3 <sup>1</sup> / <sub>2</sub> Hours
3/4 Day	5 <sup>1</sup> / <sub>4</sub> Hours
1 Day	7 Hours

### *Day & Hour Equivalence*

### *During 4 Day Work Week*

1/4 Day	2 <sup>1</sup> / <sub>4</sub> Hours
1/2 Day	4 <sup>1</sup> / <sub>2</sub> Hours
3/4 Day	6 <sup>1</sup> / <sub>2</sub> Hours
1 <sup>1</sup> / <sub>4</sub> Day	8 <sup>3</sup> / <sub>4</sub> Hours

### *40 Hour Work Week*

1/4 Day	2 Hours
1/2 Day	4 Hours
3/4 Day	6 Hours
1 Day	8 Hours

Revised 7/1/2017

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### Accrual of Leave Time by Employee Type

#### Managerial Staff (July) \_\_\_ MGR

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Sick Days</u>
1-4	22	15
5-11	22	15
12-19	22	15
20+	22	15

#### Twelve-Month Professional Staff (January) \_\_\_ AFT

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Sick Days</u>
1-4	22	15
5-11	22	15
12-19	22	15
20+	22	15

#### Ten-Month Professional Staff (January) \_\_\_ AFT

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Sick Days</u>
1-4	18	12.50
5-11	18	12.50
12-19	18	12.50
20+	18	12.50

#### Twelve-Month Classified Staff (January) \_\_\_ CWA \_\_\_ IFPT \_\_\_ AFSME

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Sick Days</u>	<u>Administrative Days</u>
1-4	12	15	3
5-11	15	15	3
12-19	20	15	3
20+	25	15	3

#### Ten-Month Classified Staff (January) \_\_\_ CWA \_\_\_ IFPT \_\_\_ AFSME

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Sick Days</u>	<u>Administrative Days</u>
1-4	10	12.50	2.50
5-11	12.50	12.50	2.50
12-19	16	12.50	2.50
20+	20	12.50	2.50

#### Faculty and 10-Month Demonstration Teachers (January)

<u>Years of Service</u>	<u>Sick Days</u>
1-4	12.50
5-11	12.50
12-19	12.50
20+	12.50

- Leave time is credited in advance at the beginning of the calendar/fiscal year in anticipation of continued employment for the full year and may be used on that basis and in accordance with established State policy.
- Although days are given in advance, time is accrued on a monthly basis and will be adjusted accordingly for leaves of absence, resignations and retirements.
- Employees are allowed to carry over one year's worth of vacation time. Administrative days must be used or will be lost at the end of the year. Sick days and any earned comp time are carried over year to year.