

Accrued Time Off Usage

Bargaining Unit	Accrued Leave Plan	Increments	Advance Notice	Waiting period for new hires
Clerical (NP-3)				
40 hours/week	Vacation	1/2 hour	Yes	6 months
8 hours/day	Sick	1/2 hour	Yes, for scheduled appts	N/A (as accrued)
	Personal Leave	1/2 hour	"as much in advance as possible"	6 months
	Holiday Comp	4 hours	Yes	N/A (as earned)
Congress/AFSCME				
35 hours/week	Vacation	1/2 Day	Yes	6 months
7 hours/day	Sick	1/4 Day	Yes, for scheduled appts	N/A (as accrued)
	Personal Leave	1/2 day	"Except in an emergency situation, ...shall give at least 3 days notice"	6 months
	Holiday Comp	1/2 Day	Yes	N/A (as earned)
AFT				
35 hours/week	Vacation	1/2 Day	Yes	6 months
7 hours/day	Sick	1/2 Day	Yes, for scheduled appts	N/A (as accrued)
	Personal Leave	1/2 day	At least 24 hours in advance, except in emergency or unanticipated circumstances	6 months
	Holiday Comp	1/2 Day	Yes	N/A (as earned)