Administrative Regulation

LEAVES FOR REGULAR PART-TIME EMPLOYEES

A. Employees working less than full-time, including those in a bargaining unit to the extent that there is no contradictory language in the appropriate master agreement shall accrue leave time as follows:

1. a. Regular part-time employees working half-time or more are eligible for all the leave benefits provided for full-time employees in the same classification, except that their accrual of leave days is pro-rated, based on the ratio of the employee's regular weekly hours to a full scheduled work week for that employee's group.

   Example: Full time employees accrue sick leave at a rate of 8 hours per month. The 96 hours are given out on July 1.

   b. A part-time employee working half-time would accrue sick leave time at a rate of 4 hours per month. The 48 hours are given out on July 1.

2. All usual requirements for leaves required of full-time employees apply.

3. Regular part-time employees working less than half-time are not eligible for leave benefits.

4. For purposes of this policy, the number of hours counted are those which the employee is regularly scheduled to work. Additional hours worked on an occasional basis (i.e., reported by a time sheet) will not be counted.

CROSS REFERENCE: 6335.00 Part-time Classified Employees

ADMINISTRATIVE REGULATION

Adopted: September 15, 1981
Amended: January 15, 2008