

Policy Changes Effective July 1, 2017

Vacation, page 27

Basic vacation for support staff has been changed as follows:

Support staff employees may carry over a maximum of five (5) unused vacation days into the next fiscal year. Carry-over days must be taken within the subsequent 12-month period. Access to the carry-over provision begins on July 1 following the date of hire.

*The remainder of the vacation leave provisions remain as stated in the Handbook Addendum dated 7/1/09.

Sick Time – page 28

The sick time policy for support staff has changed to the following:

Support Staff Full-Time/Full-Year

Years of Service as of July 1	Maximum Sick Days Accrued Each Fiscal Year
Less than 1 Year	1 day per month to a maximum of 12
1 Year to Less than 3 Years	12 Days
3 Years to Less than 5 Years	13 Days
5 Years to Less than 7 Years	14 Days
7 Years or More	15 Days

Support Staff Full-Time/Academic-Year

Years of Service as of July 1	Maximum Sick Days Accrued Each Fiscal Year/9-month	Maximum Sick Days Accrued Each Fiscal Year/10-month
Less than 1 Year	1 day per month to a maximum of 9	1 days per month to a maximum of 10
1 Year to Less than 3 Years	9 Days	10 Days
3 Years to Less than 5 Years	10 Days	11 Days
5 Years to Less than 7 Years	11 Days	12 Days
7 Years or More	12 Days	13 Days

Employees are encouraged to accumulate paid sick time to be used in the event of long-term illnesses.

*The remainder of the sick leave provisions remain as stated in the Handbook Addendum 7/1/09.