



Leave Accruals

Full-time employees earn Annual Leave as follows:

<i>260 day employees</i>	<i>Vacation Leave</i>	<i>Sick Leave</i>	<i>Personal Leave</i>
Up to 5 years svc	7.5 hours per month or fraction thereof	7.5 hours per month or fraction thereof	You may use max 4 days in a given year (deducted from accrued sick leave)leave)
5 to 10 years svc	9.5 hours per month or fraction thereof	7.5 hours per month or fraction thereof	You may use max 4 days in a given year (deducted from accrued sick leave)leave)
Over 10 years svc	11.5 hours per month or fraction thereof	7.5 hours per month or fraction thereof	You may use max 4 days in a given year (deducted from accrued sick leave)leave)
Faculty, 9 month	None	7.0 hours per month or fraction thereof	You may use max 4 days in a given year (deducted from accrued sick leave)

For additional information, refer to the CFCC Policies and Procedures manual, or call the Payroll Specialist at ext. 1267 or 1215