Fact Sheet #2
Time Off Provisions for Part-Time Professional Staff

Revised October 1, 2003

Staff covered by this fact sheet
This fact sheet applies to Professional Staff on 50 percent or more FTE appointment. This fact sheet is a summary of time off benefits only. All other policies apply to all appointed Professional Staff regardless of FTE.

A. Professional staff in the PA Time Off Plan

1. Paid Time Off
   Part-time Staff of 50 percent FTE or greater receive a prorated amount of hours based on their specific FTE. See the policy, Paid Time Off for Staff in the PA Time Off Plan, for a full statement of the benefit.

2. Holidays
   Part-time Staff of 50 percent or greater earn a prorated amount of holiday pay. See the Holidays policy.

B. Professional Staff in the PB Time Off Plan

   See the policy, Paid Time Off for Staff in the PB Time Off Plan, for a full statement of the benefits listed below.

1. Vacation and Honorary Vacation
   Part-time Staff of 50 percent FTE or greater receive a prorated amount of vacation.

2. Bonus Holidays
   Part-time Staff of 50 percent or greater earn a prorated amount of time each quarter.

3. Income Protection Earnings
   Part-time Staff of 75 percent FTE of greater earn a prorated amount of earnings.

4. Personal Affairs Allowance
   Part-time staff of 75 percent or greater may charge a prorated amount of personal affairs time to
income protection or vacation time.

5. **Funeral Leave**  
   Part-time Staff of 50 percent or greater earn a prorated amount of funeral leave time.

6. **Holidays**  
   Part-time Staff of 50 percent or greater earn a prorated amount of holiday pay. See the Holidays policy.