Fact Sheet #1
Time Off Provisions for Part-Time Support and Service Staff

Revised October 1, 2003

Staff covered by this fact sheet
This fact sheet applies to Support and Service Staff not covered by a union and on 50 percent or more FTE appointment. See the appropriate personnel policy for a full statement of the time off benefit.  
This fact sheet is a summary of time off benefits only. All other policies apply to all appointed Support and Service Staff regardless of FTE.

A. Holidays

Part-time Staff of 50 percent FTE or greater receive a prorated amount of hours based on their specific FTE. See the Holidays policy.

B. Income Protection Earnings (Sick Time)

Part-time Staff of 75 percent FTE or greater accrue a prorated amount of hours based on their specific FTE. See the Income Protection Time for Support and Service Staff policy.

C. Vacation

Part-time Staff of 50 percent FTE or greater earn a prorated amount of hours based on their specific FTE. See the Vacation for Support and Service Staff policy.

D. Funerals / Bereavement

Part-time appointed employees of 50 percent FTE or greater are granted a prorated number of hours based on their specific FTE. See the Time Off for Funerals/Bereavement for Support and Service Staff policy.