

MULTIPLE PART-TIME APPOINTMENTS (CAREER, LIMITED APPOINTMENT, AND CASUAL RESTRICTED)

Vacation	Accrual Eligibility	Calculations	Use	Termination
Vacation	<ul style="list-style-type: none"> Must be eligible to accrue per personnel program provisions. However, multiple <i>appointments are combined</i> to determine eligibility to accrue. Accrued in each appointment proportionate to the rate of each appointment & personnel program. 	<ul style="list-style-type: none"> Coordinated by the home department service team. If appointments are in different units, the unit for whom the employee works the greatest percentage time may coordinate calculations. <p style="text-align: center;">-or-</p> <ul style="list-style-type: none"> The unit for whom the employee has worked the longest. 	<ul style="list-style-type: none"> Eligible to use after accrued, per personnel program provisions. Use is based on accrual in each position in each unit. <p>Exceptions:</p> <ol style="list-style-type: none"> see the "Termination" column; Proportionate vacation balances may transfer to a new position when: the employee is hired into a new, additional position and the intent is to fully transfer to the new position within a short time period and phase out the old position. The old position may continue at the current or reduced percentage of time; proportionate accrual balances are retained with the old position until the position is terminated. 	<ul style="list-style-type: none"> If employee terminates one of the positions, the accrual transfers to the remaining position. The accrual is paid to the employee however, when the one remaining position <i>is not eligible to accrue</i> or is not within the same unit. Note: See Time and Attendance Policy -Vacation, regarding accrual eligibility criteria.
Sick Leave	Appointments are combined for purposes of accruing sick leave, but must be on pay status 50% of the working hours in the month.	Same as above.	Same as above.	If employee terminates one of the positions, the accrual transfers to the remaining unit, but is held in abeyance if the position is not eligible to accrue on its own.
Overtime	Appointments are combined for purposes of calculating overtime. However, if one of the positions is Exempt, & if >20% of the total hours worked in a workweek are in a Non-Exempt title, all overtime (excluding pay status hours) is compensated at the premium rate regardless of whether the additional hours are worked in the Exempt position.	Same as above. But unit who assigns work is responsible for payment, e.g., when an employee exceeds the distribution percentage of their appointment.	Eligible to use after accrued. The employee may not use CTO in one appointment that was earned in another appointment.	If employee terminates a position, any unused CTO is paid. CTO is not transferable to another appointment.
Holiday	Appointments are combined for purposes of calculating holiday pay and eligibility is based on personnel program provisions.	Same as vacation.	NA	NA

ALTERNATE WORK SCHEDULE CHART
OVERTIME, VACATION, SICK LEAVE AND ADMINISTRATIVE LEAVE

	Accrual	Use
Overtime	Not affected by an alternate work schedule. Accrued according to hours worked over forty (40) in a workweek.	May be used after accrued as CTO during normal work schedule.
Vacation	Eligibility and accrual rate are based on the appropriate policy or collective bargaining agreement. Refer to Vacation Rate of Accrual charts. -and- Full-time or part-time employees with a fixed appointment earn at their fixed accrual rate, regardless of the number of working hours in the month, <u>provided they actually work or are on pay status for their fixed work schedule on a monthly basis.</u> Part-time employees with variable appointments (or with a fixed appointment in which the weekly normally fixed schedule temporarily increases or decreases) earn proportionate to hours on pay status according to the number of working hours in the month.	Used after accrued and according to the employee's work schedule (full-time, part-time or variable), e.g. an employee on a 4-day, 10-hour per day schedule uses 10 hours vacation per day.
Sick Leave	Full time or part-time employees with fixed appointments are at their fixed accrual rate, regardless of the number of working hours in the month, <u>provided they actually work or are on pay status for their normal fixed work schedule</u> , e.g. 50% fixed appointment earns 4 hours per month. Part-time employees with variable appointments earn proportionate to hours on pay status. Refer to Sick Leave Accrual Chart.	Same as vacation use.
Administrative Leave	N/A	Non-exempt employees use for partial or whole day absences according to scheduled workday. Exempt employees use according to scheduled workday for whole workday absences.

The Standard Work Schedule is 8:00 AM to 5:00 PM for full-time employees.

An Alternate Work Schedule is a work schedule other than the standard work schedule (e.g., four 10-hour days worked Monday through Thursday).

ALTERNATE WORK SCHEDULE CHART HOLIDAY

<p>Holiday Pay</p>	<p>Employees are eligible for holiday pay in accordance with policy or collective bargaining agreement provisions, the nature of their appointment and pay status (according to their fixed appointment percentage and/or pay status hours) during the month in which the holiday occurs.</p> <p><u>Does not accrue like vacation or sick leave.</u></p> <p>Full-time employee: a full-time employee is entitled to the same number of holidays and the same number of paid holiday hours as are granted to employees with a standard work schedule.</p> <p>Part-time employee:</p> <ul style="list-style-type: none"> • non-exempt employees, with a fixed alternate work schedule or a variable appointment, earn holiday pay proportionate to <u>their hours on pay status</u> (minus the holiday and any overtime worked). • exempt employees on an alternate work schedule receive holiday pay in proportion to the percentage of appointment. • Refer to Holiday Pay Chart.
<p>Holiday Falls On Work Day</p>	<p>Full-time employee:</p> <ul style="list-style-type: none"> • if the employee's regular work day falls on a holiday, the employee receives either another day off or holiday compensation, provided they actually work or are on pay status for their normal fixed work schedule. • shall receive no more than 8 hours of holiday pay regardless of their normal work schedule on the holiday, Example: assumption - the employee is scheduled to work 10 hours on the holiday: <ol style="list-style-type: none"> 1. the employee receives 8 hours holiday pay; 2. a non-exempt employee may use vacation for the additional hours to equal the work schedule e.g. 2 hours if the employee normally works 10 hours that day this is the difference between the normal work schedule and the holiday hours; <li style="text-align: center;">-OR- 3. the non-exempt employee will "owe" the additional hours, to be worked on another day, e.g., 2 hours if the employee normally works 10 hours that day; this is the difference between the normal work schedule and the holiday hours; 4. an exempt employee is not required to use vacation hours to "make-up" their scheduled workday that occurs during the holiday. Under no circumstances is the exempt employee's pay to be docked for any hour holiday balance. <p>Part-time employee: (see Holiday Pay-Part-time employee, above)</p>
<p>Holiday falls on Normal Day Off</p>	<p>A full-time or part-time employee receives either another day off or holiday pay at the straight time rate.</p>