



**AAUP Employees  
Vacation, Personal Leave, Sick Leave, Holidays\***

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\*As referenced in the [AAUP Collective Bargaining Agreement](#).

**Full-time (12 month) Librarians, Counselors and Teaching Faculty**

Full-time twelve (12) month Librarian, Counselor and Teaching Faculty members of the American Association of University Professors (AAUP) are entitled to the following paid leave benefits. Full time is based on a 35-hour workweek.

**Vacation:** 22 days per year: equivalent to 12.833 hours per month.

Vacation time is earned monthly and accrued in hours. Employees begin earning time after their first full month of employment.

New employees must work six (6) continuous months before eligible to use earned vacation time.

Employees may accrue a maximum of 840 hours (120 days) of vacation time.

In the event of critical illness or severe injury to a member of the immediate family creating an emergency, provided that not more than ten (10) days of sick leave per calendar year shall be granted.

**Full-time (10 month) Librarians and Counselors**

Full-time ten (10) month Librarian and Counselor members of the American Association of University Professors are entitled to the following paid leave benefits. Full time based on a 35-hour workweek.

**Sick Leave:** 12.5 days per year: equivalent to 87.5 hours per year or 7.292 hours per month.

Every September 1st, employees receive all 87.5 hours in advance. Employees who separate from state service during the year, and who have used more sick time than they would have earned monthly for that year, will have the time deducted from their last paycheck.

Employees may accrue unlimited hours of sick time.

In the event of critical illness or severe injury to a member of the immediate family creating an emergency, provided that not more than ten (10) days of sick leave per calendar year shall be granted.



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### **Full-time (10 month) Teaching Faculty and Coaches**

Full-time ten (10) month Coaches and Teaching Faculty members of the American Association of University Professors are entitled to the following paid leave benefits. Full time based on a 35-hour workweek.

**Sick Leave:** 10 days per year: equivalent to 70 hours per year.

Every September 1st. employees receive all 70 hours in advance. Employees who separate from state service during the year, and who have used more sick time than they would have earned monthly for that year, will have the time deducted from their last paycheck.

Employees may accrue unlimited hours of sick time.

In the event of critical illness or severe injury to a member of the immediate family creating an emergency, provided that not more than ten (10) days of sick leave per calendar year shall be granted.

### **Full-time (12 month & 10 month) Librarians, Counselors, Coaches and Teaching Faculty**

**Sick Leave:** 15 days per year: equivalent to 105 hours per year.

Every September 1st. employees receive all 105 hours. Employees who separate from state service during the year, and who have used more sick time than they would have earned monthly for that year, will have the time deducted from their last paycheck.

Employees may accrue unlimited hours of sick time.

In the event of critical illness or severe injury to a member of the immediate family creating an emergency, provided that not more than ten (10) days of sick leave per calendar year shall be granted.

### **Personal Leave**

Three (3) days per calendar year: equivalent to 21 hours per year. Personal Leave time must be used within a calendar year. In order to meet religious obligations, leave in excess of the three (3) personal days may be taken without loss of pay if the department Chairperson is satisfied that the member's responsibilities will be met in some other reasonable manner.



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**Holidays**

12 paid holidays per year. The following holidays are observed by the State of Connecticut

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- Washington's Birthday
- Good Friday (Day of Reflection)
- Memorial Day
- Independence Day
- Labor Day
- Day prior to Thanksgiving Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day