SUOAF Employees
Vacation, Personal Leave, Sick Leave, Holidays*

As referenced in the SUOAF-AFSCME Collective Bargaining Agreement.

Vacation

10 Month Full-Time SUOAF Employees: After six (6) months of continuous employment at the University, full–time administrative faculty members employed on a 10–month basis are entitled to a total of 18.33 working days (128.333 working hours) of vacation accrued at the rate of 1.833 (12.8333 hours) days per calendar month of service.

10 Month Part-Time SUOAF Employees: After six (6) months of continuous employment at the University, part–time administrative faculty members employed on a 10–month basis are entitled vacation accrued at the rate of 1.833 (12.8333 hours) days per calendar month of service multiplied by the following fraction: the number of hours worked per week divided by 35.

12 Month Full-Time SUOAF Employees: After six (6) months of continuous employment at the University, full–time administrative faculty members employed on a 12–month basis are entitled to a total of twenty–two (22) working days (one hundred fifty–four [154] working hours) of vacation each calendar year accrued at the rate of 1.833 days (12.8333 hours) per calendar month of service.

12 Month Part-Time SUOAF Employees: After six (6) months of continuous employment at the University, part–time administrative faculty members employed on a 12–month basis are entitled to vacation accrued at the rate of 1.833 days (12.8333 hours) per calendar month of service multiplied by the following fraction: the number of hours worked per week divided by 35.

Members may accumulate vacation days with pay from year to year up to a maximum of 120 such days (840 such hours). For members who are at the limit, the University Payroll Office will post accrued vacation days to such member's record once a year on January 1st or one month prior to termination.
Members who leave the University shall receive a lump–sum payment for unused vacation time not to exceed 120 such days (840 such hours). In the event of the member's death a lump–sum payment for unused vacation time in an amount equal to the salary in effect for the duration of the unused vacation period shall be made to his beneficiaries or to his estate, upon the establishment of valid claims therefore.

Personal Leave

In addition to annual vacation, the Board of Trustees shall grant each full–time administrative faculty member up to three (3) days of personal leave with pay in each calendar year. Such leave shall be for the purpose of carrying out important personal matters, including the observance of religious holidays, and shall not be deducted from vacation or sick leave credits. Religious leave in excess of the three (3) personal days may be taken without loss of pay if the immediate supervisor is satisfied that the member's responsibilities will be met. Any individual commencing employment in the first four (4) months of the calendar year is eligible to receive the full three (3) days of personal leave; in the second four months, two (2) days; and in the last four months, no days. Except in emergency situations, members who desire such leave are expected to notify their immediate supervisors in advance.

WESTERN CONNECTICUT STATE UNIVERSITY

SUOAF Employees
Vacation, Personal Leave, Sick Leave, Holidays*

Sick Leave

All full–time administrative faculty members shall accrue sick leave with pay at the rate of one and one–quarter (1 1/4) working days per completed calendar month of continuous full–time service commencing with the date of initial employment. Such leave starts to accrue only on the first working day of the calendar month and is credited to the eligible member on the completion of the calendar month. No such leave will accrue for any calendar month in which a member is on leave of absence without pay an aggregate of more than five (5) working days.

An eligible member employed on a part–time basis shall be granted sick leave with pay for continuous service from the date of initial employment at the rate of one and one–quarter (1 1/4) days per calendar month multiplied by the following fraction: the number of hours worked per week divided by 35.
Sick leave shall accrue for the first twelve (12) months in which a member is receiving workers' compensation benefits in accordance with Section 5–142 or 5–143 of the General Statutes.

Each January 1st, full–time administrative faculty shall be credited with a full work year's anticipated sick leave accrual. (For example, a 10–month employee would be credited with a total of 12.5 sick leave days, 1 1/4 X 10 = 12.5 days; a 12–month employee would be credited with 15 sick leave days, 1 1/4 X 12 = 15). The number of days credited shall be based upon the length of the member's work year. A member who has been credited with a full work year's sick leave days and whose services with the Connecticut State University system are terminated prior to the end of the contract year for whatever reasons (termination, resignation, retirement, death) shall have deducted from his terminal salary any unearned sick leave days beyond which he would have received at the accrual rate of 1 1/4 days per month.

Earned sick leave is granted to administrative faculty members for the following reasons: (1) incapacitation for duty; (2) dental or medical examinations or treatments for which arrangements cannot be made outside of working hours; (3) when presence at work will expose others to contagious disease; (4) in the event of death in the immediate family (immediate family means husband, wife, father, mother, sister, brother, child, or any other relative who is domiciled in the member's household) when as much as three (3) working days' leave with pay shall be granted; (5) if critical illness or severe injury in the immediate family creates an emergency which requires the attendance or aid of the employee, when up to ten (10) working days with pay in a calendar year shall be granted; (6) as much as three (3) working days' leave per calendar year shall be granted to fulfill the obligations of traveling to, attending, and returning from funerals of persons other than members of the immediate family.

Each administrative faculty member who retires shall be compensated, effective as of the retirement date, at the rate of one–fourth (1/4) of his daily salary for each day of sick leave accrued to his credit as of his last day on the active payroll to a maximum equivalent of sixty (60) days' pay. Such payment shall not be included in computing retirement income.

An employee who leaves the University shall retain accrued sick leave to his credit provided he returns to the employ of the Board on a permanent basis within one year.

Upon death of a member who has completed ten (10) years of state service, the Board shall pay to the beneficiary one–fourth (1/4) of the deceased member's daily salary for each day of sick leave accrued to his credit as of his last day on the active payroll up to a maximum payment equivalent to sixty (60) days' pay. If an employee becomes ill while on vacation, the time shall be charged against accrued sick leave if supported by an appropriate medical certificate.

Holidays occurring when an employee is on sick leave shall be counted as holidays and not charged as sick leave. Similarly, when a full day off is granted by act of the Governor or by order of the University President/Chancellor because of an emergency, an employee on sick leave shall not be charged as being on sick leave.

An acceptable medical certificate is required to substantiate a request for sick leave in the following situations: any period of absence consisting of more than five (5) consecutive working days; leave of any duration if absence from duty recurs frequently or habitually, provided the employee has been notified that a certificate will be required; leave of any duration when evidence indicates reasonable cause for requiring such certificate.

Holidays

The President/Chancellor or his designee may require an employee to work on a holiday in which case the employee shall be granted compensatory time off in accordance with Article 16.2.

Administrative faculty members shall be granted time off with pay for the following holidays if these holidays fall within their work year:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday (observed the Friday preceding Washington's Birthday)
- Washington's Birthday
- Day of Prayer
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day

If one of the holidays listed above falls on a Saturday, the administrative faculty member shall be granted equivalent time off on the Friday immediately preceding, such Saturday or given another day off in lieu thereof. If one of the holidays listed above falls on a Sunday, equivalent time off will be granted on the following Monday.