



## Administrative Clerical (NP-3) Employees Vacation, Personal Leave, Sick Leave, Holidays\*

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\*As referenced in the [Administrative Clerical \(NP-3\) Collective Bargaining Agreement](#).

### Vacation Leave

Seniority as defined in Article 13, Section Seven, including war service as provided in Article 13, shall be used to determine years of service for vacation accrual eligibility.

Employees who were on the State payroll as of June 30, 1977 shall accrue one and one-quarter (1-1/4) vacation days or the equivalent per month, except that employees who have completed twenty (20) years of service shall earn paid vacation credits at the rate of one and two-thirds (1-2/3) work days or the equivalent for each completed calendar month of service. For employees hired on or after 7/1/77, the following vacation leave shall apply:

- zero to five (0-5) years, one (1) day per month;
- over five (5) and under twenty (20) years, one and one-quarter (1-1/4) days per month;
- over twenty (20) years, one and two thirds (1-2/3) days per month.

Each employee shall accrue vacation for each completed calendar month of continuous service, provided that:

1. such leave starts to accrue on the first working day of the calendar month and is credited to the eligible employee on the completion of the calendar month;
2. an eligible employee on less than a full-time basis shall be granted leave in proportion to the amount of time worked as recorded in the attendance leave records. For such employees, the accrual rate will be based on the number of calendar years of service;
3. vacation leave shall not accrue for any calendar month in which the employee is on leave of absence without pay an aggregate of more than five (5) working days;
4. vacation leave shall accrue for the first twelve months in which an employee is receiving compensation benefits in accordance with Section 5-142 or 5-143 of the General Statutes.

An employee shall be eligible to use accrued vacation immediately, subject to the approval of his/her appointing authority.

A holiday or a day granted by statute in lieu thereof occurring during the vacation of an employee shall be recorded as a holiday, and not as a day of vacation. When a full day off is granted by act of the Governor, an employee on vacation shall not have the day charged as vacation.

Any employee who has completed six (6) months of continuous service and who leaves State service shall receive a lump sum payment for accrued vacation.

Employees are encouraged to use vacation credits in full days but may use them in minimum units of one (1) hour.

No employee will carry over more than ten (10) days of vacation leave to the next year, provided however, that in exceptional circumstances agency permission may be granted to carry over more than ten (10) days. Such permission shall not be unreasonably denied.

For employees hired on or before June 30, 1977, the maximum accumulation of vacation shall be one hundred twenty (120) days. For employees hired on and after July 1, 1977, the maximum accumulation shall be sixty (60) days.

In the event that more employees request the same vacation time off than can be reasonably spared for operating reasons, vacation time off will be granted based upon seniority as defined in Article 13.

Once vacation schedules are posted, or a vacation is approved, there will be no bumping on the basis of seniority. The Employer will not change scheduled vacations except in the case of emergency.

### **Personal Leave**

In addition to annual vacation, each full-time employee shall receive three (3) days of personal leave of absence with pay in each calendar year. Personal leave days not taken in a calendar year shall not be accumulated. Public Safety Dispatchers who work an extended work day shall be entitled to earn and use personal leave time on the basis of their work day. In the event a Public Safety Dispatcher charges a partial work day to Personal Leave, the hours used shall be calculated as a percentage of the scheduled work day on which such leave was taken.

- Employees who are hired between January 1<sup>st</sup> and June 30<sup>th</sup> will receive their full annual allotment of personal leave upon hire.
- Employees who are hired July 1<sup>st</sup> and after will receive their personal leave prorated for their first calendar year of employment. The amount of personal leave granted will be based upon the number of full calendar months remaining in the calendar year after such employee began their employment divided by six:
  - An employee hired in July will receive 5/6 of their normal full allotment of personal leave.
  - An employee hired in August will receive 4/6 of their normal full allotment of personal leave.
  - An employee hired in September will receive 3/6 of their normal full allotment of personal leave.
  - An employee hired in October will receive 2/6 of their normal full allotment of personal leave.
  - An employee hired in November will receive 1/6 of their normal full allotment of personal leave.
  - An employee hired in December will not be eligible to receive any personal leave until the next year.

The employee shall request personal leave time as much in advance as possible.

### **Sick Leave**

Each employee shall accrue sick leave at the rate of one and one-quarter (1-1/4) days or the equivalent per completed calendar month of continuous full-time service, including authorized leave with pay, provided that:

1. such leave starts to accrue only on the first working day of the calendar month and is credited to the eligible employee on the completion of the calendar month;
2. an eligible employee employed on less than a full-time basis shall be granted leave in proportion to the amount of time worked as recorded in the attendance and leave records;

3. no such leave will accrue for any calendar month in which an employee is on leave of absence without pay an aggregate of more than five (5) working days;
4. sick leave shall accrue for the first twelve months in which an employee is receiving compensation benefits in accordance with Section 5-142 or 5-143 of the General Statutes.

The appointing authority shall grant sick leave to the eligible employee who is incapacitated for duty. During such leave, the employee is compensated in full and retains his employment benefits. Such leave shall not be granted for periods of time during which the employee is receiving compensation in accordance with section 5-142 or 5-143 of the General Statutes, except to the extent permitted by said Sections, or for recuperation from an illness or injury which is directly traceable to employment by an employer other than the State of Connecticut.

An eligible employee shall be granted sick leave:

- a. for medical, dental, or eye examination or treatment for which arrangements cannot be made outside of working hours;
- b. in the event of death in the immediate family when as much as three (3) working days leave with pay shall be granted. Immediate family means spouse, father, mother, sister, brother, or child, and also any relative who is domiciled in the employee's household;
- c. 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 therefore; and the definition of immediate family for this subsection only shall include grandparents;
- d. for going to, attending, and returning from funerals of persons other than members of the immediate family, if permission is requested and approved in advance by the appointing authority and provided that not more than three (3) days of sick leave per calendar year shall be granted therefor.

It is recognized that abuse and/or excessive use of sick leave benefits places a hardship on the Employer and employees alike, and that this is a matter of mutual concern to the State and the Union.

In reviewing an employee's record to determine whether the employee is abusing and/or excessively using sick leave, the Employer shall consider, the following factors:

- number of days taken, and number of occasions
- pattern of usage
- the employee's past record
- the reasons for sick leave use
- extenuating circumstances

An occasion of sick leave is defined as any one continuous period of unscheduled absence for the same reason. However, if an employee must have a series of medical or dental appointments to treat a single illness or injury or as a follow-up to surgery, the series shall be considered one occasion of absence provided that:

1. the employee provides a statement from the physician that the treatment program is required and indicating the expected number of visits
2. advance notice of the appointments is given to the employee's supervisor.

Sick leave taken in the event of death in the immediate family shall not be considered an occasion of sick leave.

An occasion of absence shall not in and of itself carry any stigma or subject the employee to disciplinary action.

For the purpose of preparing service ratings, the number of sick time occasions shall not be considered in isolation; rather, the entire attendance record shall be considered, including those factors specified in (b) above.



## Holidays

For the purposes of this Article, holidays are as follows:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- Washington's Birthday
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day

If a holiday falls on Saturday or Sunday, it shall be considered celebrated on the day off granted in lieu thereof.