Clarification of Leave Time

Contract employees receive leave benefits such as annual, sick, and bereavement, in correlation with their FTE. For example:

Employees working 8-hour days would be allocated 12 annual leave days worth 8 hours each. They would record 1 leave day for each day off.

Employees working 7-hour days would be allocated 12 annual leave days worth 7 hours each. They would record 1 leave day for each day off.

Part-time teachers working full days with a .50 FTE (example: working 8 hour days 2 times a week and a 4 hour day, total equaling 20 hours/week), would be allocated 12 annual leave days worth 4 hours each. Therefore, if they missed their full 8 hour day, they would record 2 annual leave days.

Employee FTE Change (ex. Full to Part Time)

In the event an employee changes their contract from a full workday to a half workday, or a half workday to a full workday, the number of annual leave days the employee has accumulated will transfer to the FTE of the new contract.

For example, if a .50 FTE half-time employee had accumulated 15 half leave days and transfers to a 1.0 FTE full-time position, they would have 15 full annual leave days as a full-time employee.

If a full-time employee had accumulated 15 full annual days on a full-time contract and changes to a half-time contract, they would have 15 half leave days accumulated as a half-time employee.

A workday is defined by the employee's contractual agreement.