



– Professional Staff	SECTION NO. 2.02
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All non-grant funded exempt and non-exempt professional staff benefits listed below will be prorated for any employee working less than 2080 hours per fiscal year as specified below*.

- o Employees working 90% fulltime equivalency will receive earned benefit time equal to 90% of a full-time employee.
- o Employees working between 75% and 89.9% fulltime equivalency will receive earned benefit time equal to 75% of a fulltime employee.
- o Employees working between 50% and 74.9% fulltime equivalency will receive earned benefit time equal to 50% of a fulltime employee.
- o Employees working less than 50% fulltime equivalency may qualify for personal leave but will not be eligible for sick or vacation earned benefit time.

Vacation, sick, and personal leave accrue on a monthly basis. Employees are eligible to "borrow" against these leaves in advance of their accrual throughout the current fiscal year. Upon separation from employment employees are responsible for the reimbursement of any borrowed paid time (other than personal) that has not been accrued.

LEAVES (at 100% fte)*		
Benefit	Eligibility	Benefits Received
SICK	Upon Employment	15 sick days per fiscal year (of which can be used as personal days); accumulated to a maximum of 220 days for employees with less than 15 years continuous service and 365 days for employees with 15 or more years of continuous service.
PERSONAL	Upon Employment	See Board Policy 2.13.19.06 Personal Leave
BEREAVEMENT	Upon Employment	See Board Policy 2.13.19.01 Bereavement Leave



