



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.

#### **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.

#### **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 then 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.

### **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 then 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.

Earned sick leave is granted for the following reasons: (A) temporary incapacitation for duty; (B) dental, medical or eye examination or treatment for which arrangements cannot be made outside of working hours; (C) when presence at work will expose others to contagious disease; (D) in the event of death in the immediate family when as much as five (5) working days' leave with pay shall be granted (immediate family means husband, wife, father, mother, sister, brother, or child, or any other person who is domiciled in the member's household; € if critical illness or severe illness or severe injury in the immediate family creates an emergency which requires the attendance or aid of the member, up to three (3) working days' with pay in a calendar year shall be granted; (F) disabilities caused or contributed to by pregnancy, including recovery therefrom; (G) the President may also authorize the use of sick leave not to exceed in the aggregate a total of ten (10) working days' leave per calendar year, to fulfill the obligations of traveling to, attending, and returning from funerals.

#### **Medical Certificate**

An acceptable medical certificate is required to substantiate a request for sick leave in the following situations: any period of absence of more than five (5) consecutive working days where appropriate; 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. Occasionally, the University may require a second medical certificate from a physician of its choosing selected from the list of state-approved medical providers.

Failure to provide a certificate with fifteen (15) business days of a written request by the University shall result in removal of the member from the payroll until the certificate is received. Based upon the University's evaluation of the situations, said time period may be extended.

#### **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.

## 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
- Juneteenth
- Independence Day
- Labor Day
- Day prior to Thanksgiving Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day