PERSONNEL SERVICES BULLETINS (PSBs)

430-2

Subject: Leave Regulations for "Other Than Full-Time Per Annum Employees"

Supersedes: Personnel Policy and Procedure No. 659-82

Source: "Leave Regulations for Employees Who are Under the Career and Salary Plan"

Date: March 21, 1997

Policy

The following information provides a brief summary of the leave provisions covering "other than full-time per annum employees."

I. Part-Time Employees

A. Part-time per annum, per diem, per session, hourly, and seasonal employees in positions covered by the "Leave Regulations for Employees Who are Under the Career and Salary Plan," (Career and Salary Plan Leave Regulations) are entitled to the following:

1. Annual leave and sick leave are accrued as set forth in Section 6.4 of the Career and Salary Plan Leave Regulations for those employees who regularly work at least one-half the hours in the required work week for full-time employees in the same or equivalent titles.

2. Child care leave as specified in Section 5.0 of the Career and Salary Plan Leave Regulations.

3. Any leave of absence required by law, such as, but not limited to, military leave, leave for jury service, and paid leave for veterans to observe Memorial Day and Veterans Day, as appropriate.

4. Shift differentials and holiday premiums as set forth in the "Regulations Governing Payment of Shift Differentials and Holiday Premiums to Employees Subject to the Career and Salary Plan."

These employees, except as noted above for veterans, are not entitled to pay for holidays on which they do not work.

B. Part-time per annum, per diem, per session, hourly, and seasonal employees who are not covered by the Career and Salary Plan Leave Regulations are entitled to the benefits provided in applicable collective bargaining agreements, Comptroller's Determinations, the "Leave Regulations for Management Employees," or those provided by law.

II. Full-Time Per Diem Employees

A. Per diem employees in positions covered by the Career and Salary Plan Leave Regulations, who have worked the appropriate number of hours in the work week for the equivalent per annum title, but in no case less than 35 hours per week, for at least two continuous years immediately preceding July 1, and who continue to meet the above stated conditions, are entitled to the benefits provided to full-time per annum employees under the leave regulations, except as otherwise specified therein.

B. Per diem employees in positions covered by the Career and Salary Plan Leave Regulations who have worked the appropriate number of hours in the work week for the equivalent per annum title for less than two years, as stated above, are