

VI. ABSENCES AND ACCRUAL RATES

Employees may be absent, without loss of pay, for a variety of approved reasons. Each Master Agreement contains a comprehensive list of absences and leaves available to permanent employees (*see the Master Agreements for the definitions and rules concerning absences and leaves*). All absences and leaves are prorated based upon the employee's date of hire and full time equivalency. The tables below show the accrual rates for the most common types of absences. Vacation is accrued; the other types are advanced at the start of the employee's leave accounting year (typically, in July and August/September).

ABSENCE	TABCO	CASE
Bereavement - immediate family	4 consecutive duty days from the date of death	4 consecutive duty days from the date of death
Sick Leave – 10 month employee	10 days the first 2 fiscal years; 15 days thereafter	10 days the first 2 fiscal years; 15 days thereafter
Sick Leave – 12 month employee	12 days the first 2 fiscal years; 18 days thereafter	12 days the first 2 fiscal years; 18 days thereafter
Sick Leave – Family Illness (subset of employee's sick leave)	4 days/year up to 8 days maximum; additional days with special permission	4 days/year up to 8 days maximum; additional days with special permission
Urgent Personal Business	3 days. May not be used immediately prior to or after a holiday without special permission	5 days
Vacation – 12 month employees only	20 days per fiscal year	20 days per fiscal year

ABSENCE	AFSCME	BACE
Bereavement - immediate family	4 consecutive duty days from the date of death	4 consecutive duty days from the date of death
Sick Leave – 10 month employee	10 days the first fiscal year; 15 days thereafter	10 days the first fiscal year; 15 days thereafter
Sick Leave – 12 month employee	12 days the first fiscal year; 18 days thereafter	12 days the first fiscal year; 18 days thereafter
Sick Leave – Family Illness (subset of employee's sick leave)	4 days/year up to 8 days maximum. Additional days with special permission	4 days/year up to 8 days maximum. Additional days with special permission
Urgent Personal Business (Bus drivers and attendants 2 days and 2 inclement weather days)	3 days. May not be used immediately prior to or after a holiday without special permission	5 days. May not be used immediately prior to or after a holiday without special permission
Vacation – 12 month employees only	01-05 years: 10 days 06-10 years: 15 days >10 years: 20 days	01-05 years: 10 days 06-10 years: 15 days >10 years: 20 days