

Pitzer College  
**Time Accruals and Accounting Policy for Non-Exempt Staff**  
(Grades A thru H)

**Eligibility**

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You must be a regular, benefits-eligible employee (not temporary), working at least 20 hours per week.

**Earning Rates**

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You accumulate vacation and sick time as you work and it is granted on the first day of each pay period, up to a maximum amount. Vacation and sick time do not accumulate during off-work times, disability leaves, or workers' compensation leaves.

**Vacation Earning Schedule for Full-Time Employees (Part-Time Earning Schedule is Prorated Accordingly)**

<u>Time of Continuous Employment</u>	<u>Earning Rate</u>	<u>Annual Totals</u>
12 months or less	3.08 hours per pay period	80 hours per year (10 days)
13 -24 months	3.69 hours per pay period	96 hours per year (12 days)
25 - 36 months	5.54 hours per pay period	144 hours per year (18 days)
37 months or more	6.77 hours per pay period	176 hours per year (22 days)

Usage is in no less than 0.25 hour increments.

**Sick Leave:** You earn 8.0 hours (prorated for part-timers) every month in which you work at least 15 days. The hours are granted the first day of the pay period containing the first of the month.

**Personal Time:** In addition to vacation hours, you will receive 16.0 hours (prorated for part-timers) every July 1 to use during the fiscal year. You are eligible to accrue personal time at the completion of 90 days of employment. Personal time is pro-rated during your first year of employment.

**Maximum Balances**

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No employee may have more than 264 vacation hours, 960 sick hours, or 16 personal hours at any time. You will not accumulate more time until some is used up. Maximums are pro-rated for part-time employees.

**Usage**

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Usage is in no less than 0.25 hour increments. New employees must be employed for at least six months before using vacation or personal time. Vacation and personal time off must be arranged in advance with your supervisor.

An employee absent because of illness or injury may, with the approval of the supervisor, elect to use vacation or personal hours if sick time has been depleted.

If you have any questions about your own time accounting, call the Human Resources Office, ext. 18254.