

9.07

All Purpose Paid Leave for Hourly Part

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Time Unit Professional Staff Members

1. Commencing on July 1st of each year, and based upon the previous fiscal year running from July 1st through June 30th, each part-time unit professional staff member who is paid on an hourly basis shall be credited with all-purpose paid leave hours according to the following schedule, based on the total number of hours worked in one or more Day Division unit positions during the previous fiscal year. Hours Worked Previous Fiscal Year.

Hours Worked Previous Fiscal Year	Hours Credited as of following July 1
0 -224	0 15 22.5
225-900	
More than 900	

- a. Such all - purpose paid leave hours may be taken with the prior written approval of the supervisor, except that in the case of unforeseen circumstances the unit member shall notify the supervisor as early as practicable. All such leave must be taken in a minimum amount of two hours.
- b. Requests for all -purpose paid leave hours shall not be unreasonably denied.
- c. Any all - purpose paid leave hours credited on July 1 of each fiscal year must be used by the end of that fiscal year (the succeeding June 30).
- d. Should the unit member's employment with the College end for any reason subsequent to the July 1 when the all - purpose paid leave hours have been credited, the unit member shall be paid for any unused hours.