

# Paid Time-off

## **Vacation, Sick and Personal Leave**

(Full Time Employees)

In addition to 11 paid holidays, full-time employees also receive paid time off for vacation, illness, and personal reasons. Eligible, full-time employees also receive Winter Leave when the College closes for the period between Christmas and New Year's Day. Time is accrued on a fiscal year basis (July 1 - June 30). The amount of time, plus the amount of unused time that can be carried over into the next fiscal year, depends on the employee's job classification. Winter Leave hours accrue on the basis of the regular hours in the work week. These hours do not carry over.