

**SUPPORT STAFF PERSONNEL CALCULATIONS OF YEARS
OF EXPERIENCE, SICK LEAVE, VACATION
AND SENIORITY FOR SALARY PURPOSES**

For the purpose of calculating sick leave, seniority, years of experience for salary purposes and vacation entitlement, ten month employees shall be considered as being employed for the year.

1. **Years of Experience**

Calculation of years of experience shall be pro-rated based on full time equivalents. For example, an employee working in the division on a half-time basis or 3.5 hours out of a 7 hour day, would accumulate .5 years of experience each year. An employee who works 4 hours out of a 7 hour work day would accumulate .57 ($4 \div 7$) years of experience each year. An employee would be eligible to move from Step 1 to Step 2 at the time they accumulate 1.0 year of experience and where applicable the same formula will apply on salary schedules with more than two steps.

2. **Sick Leave**

Calculation of sick leave entitlement is covered in the Collective Agreement for each Association/Union. For example, an employee who works half-time could accumulate as many .5 days of sick leave as stipulated in his/her Collective Agreement. When the part-time employee is away .5 day would be deducted from his/her accumulated sick leave. An employee who works 4 hours out of a 7 hour work day could accumulate as many .57 days of sick leave as stipulated in his/her Collective Agreement and would be deducted .57 day when he/she was absent. When an employee transfers from part-time to full time employment or from full time to part-time employment, a calculation of accumulated sick leave entitlement and use shall be made, converting the historic record to a full time or part-time basis.

3. **Vacation**

Every employee shall receive the number of days vacation entitlement in accordance with the Collective Agreement for each Association/Union. For example, an employee who works half-time who is entitled to 10 vacation days would be paid for 10 days at their .50 time factor. An employee who works 4 out of 7 hours would be paid 10 days at their .57 time factor.

4. **Seniority**

Calculation of seniority is covered in the Collective Agreements for each Association/Union. An employee's seniority within their bargaining unit shall be determined using a method that was mutually agreed upon between the Board and the Association/Union.