

**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.

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 workday would accumulate .57 (4 to 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.

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 workday 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.

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.

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.