
Hourly Non-Permanent Leave FAQ's:

What leave do hourly non-permanent employees accrue?

Hourly non-permanent employees accrue vacation, sick, personal holiday, personal leave, and holiday credit similar to a permanent classified employee leave types.

How are these accruals calculated for each of the leave types?

These accruals are pro-rated based off of the hours worked in the prior month for both the vacation and sick monthly. The personal holiday and personal leave types only accrue after 4 months of continuous employment with the college. These accruals are pro-rated based off of the worked hours in the 4th month of employment. This means that there cannot be a month break in work within the first 4 months.

What happens to hourly non-permanent employees leave balances once they terminate?

The vacation and holiday credit will be paid out to the employee. This will be a cost to your department. All other leave types will be removed and non-compensable.

Do any hourly non-permanent employees leave balances get paid out at the end of the fiscal year?

The holiday credit if unused by 06/30 each fiscal year will be paid out to the employee on the following payroll (07A). This will be a cost to your department.

When do hourly non-permanent employee begin accruing the different leave types?

The employee will begin accruing vacation and sick leave after working one month. For example, if the employee began working 07/01, then they would accrue vacation and sick leave pro-rated based off of July's worked hours at the beginning of August.

Holiday credit is accrued when there is a holiday in the month that the employee is working. For example, if the employee works in July, then they would accrue holiday credit for July 4th if it fell on a weekday and they worked other hours within the month. This accrual is again pro-rated based off of the hours worked in the month of the holiday.

Personal holiday and personal leave days are accrued after 4 months of continuous employment for a new employee. These accruals are pro-rated based off of the worked hours in the 4th month of employment. The personal holiday must be used by the end of the calendar year (12/31) and personal leave by the end of the fiscal year (6/30). These balances will reset at that time and balances will be reloaded and pro-rated based on the worked hours from the prior month.

What if a non-permanent employee still has SHL from their part time hourly position (Sick Hourly Leave)?

If your employee still has an SHL balance available in their employee self-service, *please have them use that balance first prior to begin using any of the other non-permanent leave types.*

How do I submit a leave request for less than 8 hours?

Once you are in the “Manage Absences” Tile, select the appropriate absence name you’d like to use and then click “Apply Absence” directly to the right of the “Absence Name”. After doing that a “Partial Days” box appears and you will want to click on that. This will open up a smaller window that will say “Partial Days – None” which you will want to switch to “All Days”. You will then switch the “All Days Are Half Days” to “No”. You can then select your “Duration” of hours that appropriately reflects your needed hours.

Where do employees submit the absence requests?

All leave requests will need to be submitted through the ctLink system by the employee using their employee self-service < Time Tile < Manage Absences Tile. We strongly encourage employees to review their absence balances in the “Absence Balances” tile prior to submitting a request.

What is the responsibility of a supervisor?

As an hourly non-permanent supervisor, it is your responsibility to ensure that your employees are using these balances and utilizing them correctly. This means ensuring that they are ***not*** overdrawing their leave balances and verifying that the appropriate hours were submitted with each request. We strongly encourage you to double check their balances prior to approving the request. This is critical in ensuring that your employees will be paid correctly. Additionally, being aware of important “Use it or lost it” deadlines for the personal leaves and holiday credit.

For any questions, please contact payrollstaff@spscc.edu.