

2012 Winter Recess Deduction Schedules

TIME BANK DEDUCTION SCHEDULE FOR CLASSROOM ASSISTANTS AND NON- CLASSROOM FACULTY

If employee's are not making up their 12 hours by working one (1) additional hour per day during the winter recess (1/3/2012 – 1/22/2012) and/or spring recess (4/2/2012 – 4/8/2012) periods until individuals have made up the 12 hours, they may charge their available vacation, optional, and /or free days to extend their lunch period from half an hour to an hour (charge an additional 0.08) or to reduce their work day from 7 hours back to 6 by charging one hour (0.17) each day until they have charged a total of 12 hours during the winter and/or spring recess periods.

<u>If an employee is absent:</u>	<u>Employee should charge this amount to their appropriate time bank(s):</u>
½ an hour	0.08
1	0.17
1.5	0.25
2	0.33
2.5	0.42
3.0	0.50
3.5	0.58
4.0	0.67
4.5	0.75
5	0.83
5.5	0.92
6	1.00
6.5	1.08
7	1.17

TIME BANK DEDUCTION SCHEDULE FOR ALL STAFF

If employees that work 35 hours per week are not making up their 14 hours by working one (1) additional hour per day during the winter recess (1/3/2012 – 1/22/2012) and/or spring recess (4/2/2012 – 4/8/2012) periods until individuals have made up the 14 hours, they may charge their available vacation, optional, and /or free days to extend their lunch period from half an hour to an hour (charge an additional 0.07) or to reduce their work day from 8 hours back to 7 by charging one hour (0.14) each day until they have charged a total of 14 hours during the winter and/or spring recess periods.

If staff that are eligible for shorter hours are not making up their 12 hours by working one (1) additional hour per day during the winter recess (1/3/2012 – 1/22/2012) and/or spring recess (4/2/2012 – 4/8/2012) periods, they may charge their available vacation, optional, and/or free days to extend their lunch period from half an hour to an hour (charge an additional 0.07) or to reduce their work day from 7 hours back to 6 by charging one hour (0.14) each day until they have charged a total of 12 hours during the winter and/or spring recess periods.

<u>If an employee is absent:</u>	<u>Employees should charge this amount to their appropriate time bank(s):</u>
½ an hour	0.07
1	0.14
1.5	0.21
2	0.21
2.5	0.36
3.0	0.43
3.5	0.50
4.0	0.57
4.5	0.64
5	0.71
5.5	0.79
6	0.86
6.5	0.93
7	1.00
7.5	1.07
8	1.14