

Office of Human Resources  
**Leave Reporting Deduction Information**  
**2022-2023 Winter/Spring**

The College will be closed on the three weekdays between Christmas and New Year’s holidays (December 27, 28, and 29).

The three work days will be made up by full-time staff, non-classroom faculty, and classroom assistants by working extra hours during the Winter/Spring recess or Spring Semester, or by charging available leave time banks if they have sufficient leave accruals. Full time non-classroom faculty, classroom assistants, and staff eligible for shorter hours must charge or make-up 18 hours while full time staff not eligible for shorter hours must charge or make up 21 hours. After reviewing their work schedules with their supervisor(s), employees may take either one hour or 30 minutes for lunch on make-up days. If employees are not making up the three days (December 27, 28, and 29) by extending their work schedule during the winter recess/spring semester periods (1/3/23 – 1/25/23) and spring recess (4/3/23 – 4/9/23) period, employees will charge their available vacation, optional and/or free day time bank(s) a total of 3 days. Employees eligible for shorter hours, and not making up time, should charge .86 the college designated days.

Employees who fail to make-up or charge the required number of hours must contact the HR office after Spring Break so that an appropriate adjustment may be made to their leave bank(s).

**TIME BANK DEDUCTION SCHEDULE FOR**  
**CLASSROOM ASSISTANTS &**  
**NON-CLASSROOM FACULTY**

If full time non-classroom faculty, classroom assistants, or staff eligible for shorter hours are not making-up their 18 hours by working one additional hour per day during the winter recess and spring semester (1/3/23 – 1/25/23) and spring recess (4/3/23 – 4/9/23) periods, they should charge on their leave reports their available vacation, optional, and/or free day time banks (for December 27, 28, and 29) a total 18 hours or three (3) work days.

For your convenience, the chart below indicates appropriate timesheet charges for hours that are not being made-up.

<u>If an employee is absent:</u>	Employee should charge this amount to their appropriate time bank(s):
½ an hour	0.08
<b>1</b>	<b>0.17</b>
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
<b>6</b>	<b>1.00 (1Day)</b>
6.5	1.08
7	1.17

**TIME BANK DEDUCTION SCHEDULE**  
**FOR STAFF NOT ELIGIBLE FOR SHORTER HOURS**  
**& STAFF ELIGIBLE FOR SHORTER HOURS**

If full time staff that are not eligible for shorter hours are not making-up their 21 hours by working one additional hour per day during the winter recess and spring semester (1/3/23 – 1/25/23) and spring recess (4/3/23 – 4/9/23) periods, they should charge on their leave reports their available vacation, optional, and/or free day time banks (for December 27, 28, and 29) a total of 21 hours or three (3) work days.

For your convenience, the chart below indicates appropriate timesheet charges for hours that are not being made-up.

<u>If an employee is absent:</u>	Employees should charge this amount to their appropriate time bank(s):
½ an hour	0.07
<b>1</b>	<b>0.14</b>
1.5	0.21
2	0.29
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 <b>(1 Day Shorter Hrs)</b>
6.5	0.93
<b>7</b>	<b>1.00 (1Day)</b>
7.5	1.07
8	1.14