

Contract Administration Tip Prepared by:
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If you have any questions, do not hesitate to contact me.

Contract Administration Tips For Part-time Day Unit Members

1. All Purpose Leave

Day Unit Part-time Professional Staff All Purpose Leave Hours Credited

Hours Worked	Hours Credited
Previous Fiscal Year	July 1 Next Fiscal Year
0-50	0
51-224	7.5
225-299	15
300+	22.5

- 1. NOTIFICATON** - Such all-purpose paid leave hours may be taken with the prior written approval of the supervisor, except that in the case of unforeseen circumstances the unit member shall notify the supervisor as early as practicable. All such leave must be taken in a minimum amount of two hours.
- 2. NOT UNREASONABLY DENIED** - Requests for all-purpose paid leave hours shall not be unreasonably denied.
- 3. CARRY OVER OF ALL PURPOSE LEAVE** - Any all-purpose paid leave hours credited on July 1 of each fiscal year must be used by the end of that fiscal year (the succeeding June 30). In the discretion of the President or the President's designee upon a showing of good cause by the unit member, any or all unused all-purpose leave of a unit member may be permitted by the President or the President's designee to be carried over into the next fiscal year. Any such carried over leave not used within the next fiscal year shall be forfeited. The decision by the President or President's designee on any unit member's request to carry over all or some of the unit member's unused all-purpose leave shall not be subject to the grievance and arbitration provisions of this Agreement.
- 4. PAID UPON SEPARATION** - Should the unit member's employment with the College end for any reason, except for dismissal, subsequent to July 1 when the all-purpose paid leave hours have been credited, the unit member shall be paid for any unused hours.

2. Sick Leave

Sick Leave for Part-time Day Unit Faculty and Sick Leave for Part-time Day Unit Professional Staff

Part-time faculty and professional staff members who are non-benefitted will receive paid sick leave benefits on a prorated basis as follows:

- a. Part-time faculty members shall accumulate leave at the hourly rate listed in 9.01.A.1.a. as follows:
Faculty members shall accumulate at the rate of 0.051230 hours of sick leave per hour of employment [one and one-ninth ($1 \frac{1}{9}$) days of sick leave for each full month of employment].
- . Part-time professional staff members shall accumulate leave at the hourly rate listed in 9.01.A.1.b. as follows:
Professional staff members shall accumulate at the rate of 0.057692 hours of sick leave per hour of employment [one and one-quarter ($1 \frac{1}{4}$) days of sick leave for each full month of employment].

3. College Closing

Pay for Day Unit Part-time Professional Staff Due to College Closing

Whenever a College is closed due to inclement weather or other emergency situations, a part-time professional staff member will be paid for the hours that the unit member missed due to the closure; unless, for grant-funded employees, the terms of the grant do not permit such payment.