Partial Leave Scenarios

CSEA Work Schedules

18.1

Full-time employees in non-exempt classifications shall work a minimum workweek of forty (40) hours in a seven (7) day period or eighty (80) hours in a fourteen (14) day period.

Under normal circumstances, work schedules shall provide for five (5) consecutive days' work in a seven (7) day period, or four (4) consecutive days' work in a seven (7) day period. For a 3/12 work schedule, work days may be three (3) consecutive days in the first seven (7) day period and four (4) consecutive days in the second seven (7) day period of a fourteen (14) day schedule or three and one-half (3 1/2) days in each seven (7) day period.

For the purposes of administering a 3/12 work schedule, the schedule period shall begin at 12:01 a.m. on Sunday and shall end at 12:00 midnight on the second succeeding Saturday.

25% Partial Leave Without Pay

10 hours leave, 30 hours work in the workweek.

Mon – Friday 6 hours a day,

Mon – 8, Tues –8, Wednesday –8, Thursday – 6

40% Partial Leave Without Pay

16 hours leave, 24 hours work in the workweek

Mon – Friday, 4.8 hours a day

Mon – 8, Tues – Friday – 4 hours a day

50% Partial Leave Without Pay

20 hours leave, 20 hours work in the workweek

Monday – Friday, 4 hours a day

Saturday and Sunday, 10 hours a day