195 day employees work 8 hours per day, 1,560 hour total, 190 day employees work 8 hours per day, 1,520 hour total, 185 day employees work 8 hours per day, 1,480 hour total 179 day employees work 8 hours per day, 1,432 hour total. Employees that work 173 days, work 7.5 hours per day for a total of 1298 hour total. You are entitled to a 30 minute lunch and two 15 minute breaks. You may NOT opt out of lunch and / or breaks to depart early or arrive late.

**PERSONAL/BUSINESS LEAVE BENEFIT**
- 2 days per year with no accrual
- Two (2) days are granted at the time of employment. Use of the two days must be approved in advance by the employee’s supervisor. (Days are granted based upon the numbers of hours in the employee’s work day.)

<table>
<thead>
<tr>
<th>SICK LEAVE BENEFIT</th>
<th>195 Day Employee Accrual</th>
<th>190 Day Employee Accrual</th>
<th>185 Day Employee Accrual</th>
<th>179 Day Employee Accrual</th>
<th>173 Day Employee Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed, Professional, &amp; Support Staff</td>
<td>77 hrs/yr</td>
<td>76 hrs/yr</td>
<td>75 hrs/yr</td>
<td>74 hrs/yr</td>
<td>72 hrs/yr</td>
</tr>
<tr>
<td></td>
<td>417 hrs max</td>
<td>411 hrs max</td>
<td>406 hrs max</td>
<td>400 hrs max</td>
<td>390 hrs max</td>
</tr>
<tr>
<td>*Base Sick Leave Days/Hours</td>
<td>15.75 days/126 hrs</td>
<td>15.38 days/123 hrs</td>
<td>14.88 days/119 hrs</td>
<td>14.44 days/115 hrs</td>
<td>14.0 days/112 hrs</td>
</tr>
</tbody>
</table>

- Hours will be accrued over a ten month period (September through June)
- If less than 1.0 FTE, leave time is accrued on a pro-rated basis
- **Employees will be compensated for unused sick leave in excess of the base sick leave days/hours noted above upon separation of employment at the current state minimum wage**

**BEREAVEMENT BENEFIT**
- 5 days for immediate family
- With prior approval, additional days shall also be granted for other deaths as determined by employee, program director and Executive Director

**BENEFIT INSURANCE PACKAGE** (Full participation required for all new employees based upon the definition of eligibility for benefits detailed below)
- Major Medical Insurance
- Dental Insurance **
- Life Insurance
- Long Term Disability ***
- P.E.R.A. (all employees regardless of number of days are members of PERA)
- Employer only pays employee coverage - dependent coverage may be purchased by employee.

**TUITION REIMBURSEMENT**
- Tuition reimbursement as approved by Executive Director

**Definitions of eligibility:**
* Employees who work .8 FTE or greater, and have an employment assignment of at least 90 days, shall be eligible for the CBOCES full benefit package.
* Employees who work .5 to .79 FTE, and have an employment assignment of at least 90 days, shall be eligible for the CBOCES full benefit package on a pro-rated basis commensurate with the employee’s FTE.
* Employees who work .5 FTE or greater, and have an employment assignment of at least 90 days, are eligible to purchase dependent coverage through the insurance benefit package. Employees who work .5 to .99 FTE accrue leave benefits on a pro-rated basis.

**Employee paid benefit.**

**LTD coverage is paid on all full-time employees.**

Adopted May 14, 2020