

## 2025 -2026 Winter/Spring Leave Reporting Deduction Information

### Charging Leave Banks For Missed Time (1/2/26 to 1/21/26 and 3/30/26 to 4/5/26)

#### **Full-time Classroom Assistants and Non-Classroom Faculty**

Hours not made up:	Charge:
½ hour	.08
1 hour	.17
1.5 hours	.25
2 hours	.33
2.5 hours	.42
3 hours	.50
3.5 hours	.58
4 hours	.67
4.5 hours	.75
5 hours	.83
5.5 hours	.92
6 hours	1.00
6.5 hours	1.08
7 hours	1.17

#### **Full-time Staff - Eligible for Shorter Hours\***

Hours not made up:	Charge:
½ hour	.07
1 hour	.14
1.5 hours	.21
2 hours	.29
2.5 hours	.36
3 hours	.43
3.5 hours	.50
4 hours	.57
4.5 hours	.64
5 hours	.71
5.5 hours	.79
6 hours	.86

#### **Full-time Staff - Not Eligible for Shorter Hours\***

Hours not made up:	Charge:
½ hour	.07
1 hour	.14
1.5 hours	.21
2 hours	.29
2.5 hours	.36
3 hours	.43
3.5 hours	.50
4 hours	.57
4.5 hours	.64
5 hours	.71
5.5 hours	.79
6 hours	.86
6.5 hours	.93
7 hours	1.00
7.5 hours	1.07
8 hours	1.14

\*Shorter Hours - Per the Collective Bargaining Agreement between the UCE of FIT and FIT, full-time staff become eligible for "shorter hours" (section 43.1) on the first day of the fiscal year (July 1) after completion of five years of full-time service.