

BENEFIT ELIGIBILITY BY APPOINTMENT AND SCHEDULE TYPE

Last Updated on 1/31/20

Appointment Type	Full-time		Part-time (≥20 hours per week)		Part-time (<20 hours per week)		As-Needed / Intermittent / Seasonal	
Permanent Civil Service (PCS, TCS)	Retirement	upon appointment	Retirement	upon appointment	Retirement	upon appointment	N/A	
	Health	upon appointment	Health	upon appointment	Health	1040hrs in a rolling 12mths		
	Vacation	1yr. cont. service	Vacation	1yr. cont. service	Vacation	1yr. cont. service		
	Sick Pay	90 th day of service	Sick Pay	90 th day of service	Sick Pay	90 th day of service		
	Holidays	upon appointment	Holidays	upon appointment	Holidays	depends ¹		
Permanent Exempt (PEX)	Retirement	upon appointment	Retirement	1040hrs in a rolling 12mths	Retirement	1040hrs in a rolling 12mths	N/A	
	Health	upon appointment	Health	upon appointment	Health	1040hrs in a rolling 12mths		
	Vacation	1yr. cont. service	Vacation	1yr. cont. service	Vacation	1yr. cont. service		
	Sick Pay	90 th day of service	Sick Pay	90 th day of service	Sick Pay	90 th day of service		
	Holidays	upon appointment	Holidays	upon appointment	Holidays	depends ¹		
Temporary Provisional (TPV)	Retirement	1040hrs in a rolling 12mths	Retirement	1040hrs in a rolling 12mths	Retirement	1040hrs in a rolling 12mths	N/A	
	Health	upon appointment	Health	upon appointment	Health	1040hrs in a rolling 12mths		
	Vacation	1yr. cont. service	Vacation	1yr. cont. service	Vacation	1yr. cont. service		
	Sick Pay	90 th day of service	Sick Pay	90 th day of service	Sick Pay	90 th day of service		
	Holidays	upon appointment	Holidays	upon appointment	Holidays	depends ¹		
Temporary Exempt (TEX)	Retirement	1040hrs in a rolling 12mths	Retirement	1040hrs in a rolling 12mths	Retirement	1040hrs in a rolling 12mths	Retirement	1040hrs in a rolling 12mths
	Health	upon appointment ²	Health	upon appointment ²	Health	1040hrs in a rolling 12mths	Health	1040hrs in a rolling 12mths
	Vacation	1yr. cont. service	Vacation	1yr. cont. service	Vacation	1yr. cont. service	Vacation	never ³
	Sick Pay	90 th day of service	Sick Pay	90 th day of service	Sick Pay	90 th day of service	Sick Pay	90 th day of service
	Holidays	upon appointment	Holidays	upon appointment	Holidays	depends ¹	Holidays	never ³

¹ Never – employees scheduled for less than 20 hours in a *pay period*. Upon Appointment – employees scheduled for 20 or more hours in a *pay period*.

² Obtain upon appointment if reasonable expectation that will work 1,040 or more hours within 12 months of appointment; otherwise, 1,040 hours in a rolling 12 month period rule applies.

³ SEIU, Local 1021, Misc. and IFPTE, Local 21 employees are eligible if work more than 1040 hours in a rolling 12 month period.

• **Vacation and Sick Pay Accruals** – Vacation benefitted employees receive a retroactive allotment of vacation upon one year of service; employees accrue Sick Pay upon appointment, but do not gain access until 90th day of service.

• Retirees (Prop. F), Elected Officials and Board/Commission members (i.e., 0109-0118) do not earn paid leave (e.g., vacation, sick, legal/floating holidays).