

# Spring Break

## Tips For Entering Time

### **CLASSIFIED STAFF: 12 MONTH FULL TIME**

Claim 1 day or 8 hours (April 3rd)

### **CLASSIFIED STAFF: 9, 10, 11, & 12 MONTH PART TIME**

Claim 1 day – see below for exact hours (April 3rd)

### **BREAKDOWN OF HOURS BASED ON WORK ASSIGNMENT**

100%=8 hours	80%=6.40 hours	60%= 4.80 hours	45%= 3.60 hours
90%= 7.20 hours	75%= 6 hours	50%= 4 hours	44%= 3.52 hours
87.5%=7 hours	70%=5.60 hours	47.5%=3.80 hours	

### **SCCDAA ADMINISTRATORS**

**On 12/01/24, if your vacation balance is 320 hours or greater:**

Claim 2 Days or 16 hours (April 1st and 2nd)

**On 12/01/24, if your vacation balance is 319 hours or less:**

Claim 1 Day or 8 hours (April 1st)

### **UNREPRESENTED ADMINISTRATORS**

**2 VACATION DAYS (APRIL 1ST & 2ND)**

