

HOURLY EMPLOYEES

PERSONAL LEAVE

Employees who have worked at least 520 regular hours in an hourly position are eligible to accrue personal leave.

Eligible employees accrue personal leave time at the rate of .019 hours for each regular hour worked (up to 40 hours per week), up to a maximum of 40 hours of personal leave.

Once the cap of 40 hours is reached, employees will cease accruing additional personal leave time. If the employees later use enough personal leave time to fall below the 40-hour cap, they will start accruing personal leave time again from that date forward until they reach the cap of 40 hours.

SICK LEAVE

Hourly employees shall receive 1 hour for every 30 hours worked up to a maximum of 48 hours of sick leave in the Leave Benefit Year.

Employees may roll over up to 48 hours of unused sick leave from year to year.

OTHER LEAVE BENEFITS

- Injury Leave
- Jury Duty and Witness Appearance Leave
- Emergency Leave
- Voting Time
- Military Leave
- Bereavement Leave
- Domestic Violence Leave

OTHER BENEFITS

- Award-Winning Wellness Program
- Employee Assistance Programs
- Back-up Child and Adult Care and Referral Services

HOLIDAYS

Employees in hourly positions are eligible to receive paid holiday time for any designated holiday which falls during a biweekly pay period in which the employee worked or received paid leave for 30 or more hours.

The amount of time paid for a designated holiday shall be determined according to the following chart:

Holiday Pay when there is 1 Holiday in the Pay Period

Regular Hours worked and Personal Leave Used

| <u>Per Pay Period</u> | <u>Holiday Pay</u> |
|-----------------------|--------------------|
| 30 to <36 hours | 3 hours |
| 36 to <45 hours | 4 hours |
| 45 to <54 hours | 5 hours |
| 54 to <63 hours | 6 hours |
| 63 to <72 hours | 7 hours |
| 72 hours + | 8 hours |

Holiday Pay when there are 2 Holidays in the Pay Period

Regular Hours worked and Personal Leave Used

| <u>Per Pay Period</u> | <u>Holiday Pay</u> |
|-----------------------|--------------------|
| 30 to <32 hours | 3 hours |
| 32 to <40 hours | 4 hours |
| 40 to <48 hours | 5 hours |
| 48 to <56 hours | 6 hours |
| 56 to <64 hours | 7 hours |
| 64 hours + | 8 hours |

Designated Holidays

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day