



<p>■ <b>Personal Leave</b></p>	<p>Employees who have worked at least 520 regular hours in an hourly position, are eligible to accrue personal leave.</p> <p>Eligible employees accrue personal leave time at the rate of .019 hours for each regular hour actually worked (up to 40 hours per week), up to a maximum of 40 hours of personal leave.</p> <p>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.</p>																												
<p>■ <b>Holidays</b></p>	<p>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.</p> <p>The amount of time paid for a designated holiday shall be determined according to the following chart:</p> <p><b><u>Holiday Pay when there is 1 Holiday in the Pay Period</u></b></p> <table border="0"> <thead> <tr> <th><u>Regular Hours worked and Personal Leave Used Per Pay Period</u></th> <th><u>Holiday Pay</u></th> </tr> </thead> <tbody> <tr> <td>30 to &lt;36 hours</td> <td>3 hours</td> </tr> <tr> <td>36 to &lt;45 hours</td> <td>4 hours</td> </tr> <tr> <td>45 to &lt;54 hours</td> <td>5 hours</td> </tr> <tr> <td>54 to &lt;63 hours</td> <td>6 hours</td> </tr> <tr> <td>63 to &lt;72 hours</td> <td>7 hours</td> </tr> <tr> <td>72 hours +</td> <td>8 hours</td> </tr> </tbody> </table> <p><b><u>Holiday Pay when there are 2 Holidays in the Pay Period</u></b></p> <table border="0"> <thead> <tr> <th><u>Regular Hours worked and Personal Leave Used Per Pay Period</u></th> <th><u>Holiday Pay</u></th> </tr> </thead> <tbody> <tr> <td>30 to &lt;32 hours</td> <td>3 hours</td> </tr> <tr> <td>32 to &lt;40 hours</td> <td>4 hours</td> </tr> <tr> <td>40 to &lt;48 hours</td> <td>5 hours</td> </tr> <tr> <td>48 to &lt;56 hours</td> <td>6 hours</td> </tr> <tr> <td>56 to &lt;64 hours</td> <td>7 hours</td> </tr> <tr> <td>64 hours +</td> <td>8 hours</td> </tr> </tbody> </table> <p><b><u>Designated Holidays</u></b></p> <ul style="list-style-type: none"> <li>New Years Day</li> <li>Martin Luther King Day</li> <li>President's Day</li> <li>Memorial Day</li> <li>Independence Day</li> <li>Labor Day</li> <li>Veterans' Day</li> <li>Thanksgiving Day</li> <li>Christmas Day</li> </ul>	<u>Regular Hours worked and Personal Leave Used 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	<u>Regular Hours worked and Personal Leave Used 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
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<p>■ <b>Other Leave Benefits</b></p>	<p><b><u>Eligible employees are provided the following additional leave benefits:</u></b></p> <ul style="list-style-type: none"> <li>• Injury Leave</li> <li>• Jury Duty and Witness Appearance Leave</li> <li>• Emergency Leave</li> <li>• Voting Time</li> <li>• Military Leave</li> <li>• Bereavement Leave</li> <li>• Domestic Violence Leave</li> </ul>																												