

Vacation Policy

Full-time employees are eligible for paid vacation. Time away from the ongoing commitment of a job is necessary and healthy. As your length of service increases, your vacation time increases. Vacation allotment is calculated as follows:

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Accrual Rate per month</u>
During 1st Year of Service	Up to 80 hours	1.25 hours per 30 hours worked
After 2 years	Up to 120 hours	1.875 hours per 30 hours worked

Requests for vacation should be made early so that staffing needs may be met. Requests for single vacation days should be made at least three working days in advance. Vacation time should be taken in the year it is earned, when possible. Vacation time can be carried over into the following year **only** upon approval of the Executive Director to encourage staff to take their earned time off on a regular basis. Vacation time may be cashed out as the time employment ends.

Holiday Policy

Full-time employees are entitled to the following 13 paid holidays:

- New Year's Day
- MLK Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve
- Employee's Birthday (or floating holiday)

You must be present at work on the normally scheduled workdays immediately before and after the holiday, unless you are taking a floating holiday in compensation for having worked another official holiday. Additional exceptions to this policy can be made for reasons deemed appropriate by your supervisor, such as illness or vacations. Full-time employees will be paid for holidays at their normal pay rate.

Sick Leave Policy

Full-time employees earn sick day at the rate of .833 days per month for a possible maximum total of 10 sick days per year. Sick days are not vacation time and can be used only for days you are sick. Full-time employees will be paid for sick days at their normal pay rate.