

NON-UNION EMPLOYEE VACATION POLICY

All regular full-time employees shall be eligible for vacation leave benefits newly until completing four (4) months of employment.

Each permanent employee shall be granted vacation according to the following schedule based on the employee's anniversary date

Completed Year

0-5 yrs of service
6-10 yrs of service
11-15 yrs of service
15-20 yrs of service
21-24 year of service
25yrs of service

Hours per Pay Period

80 hrs per year -3.08 hrs/pp
120 hrs per year- 4.62 hrs/pp
160 hrs per year- 6.16 hrs/pp
200 hrs per year -7.70 hrs/pp
220 hrs per year- 8.46 hrs/pp
240 hrs per year-9.23 hrs/pp

pp= per pay period

NON-UNION EMPLOYEE SICK LEAVE POLICY

During the first year of employment- eighty 80 hours per year (no sick leave may be used until completion of ~~six~~ four month of service.