



PAID LEAVE BENEFITS

SICK LEAVE (MCA 2-18-618)

1. For full-time employees, sick leave accrues at the rate of 1 day per month of service, which computes to 3.69 hrs/pay period.
2. Sick leave can only be taken after 90 days of employment.
3. Sick leave is earned the last working day of the pay period.
4. Part-time employees receive prorated sick leave benefits.

VACATION (MCA 2-18-611; 2-18-612)

1. Vacation is earned according to the following schedule (for full-time employees):

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|--------------|----------------------|---------------------|
| 1 - 10 yrs | 1 1/4 days per month | 4.62 hrs/pay period |
| 11 - 15 yrs | 1 1/2 days per month | 5.54 hrs/pay period |
| 16 - 20 yrs | 1 3/4 days per month | 6.46 hrs/pay period |
| After 20 yrs | 2 days per month | 7.38 hrs/pay period |
2. Vacation can only be taken after continuous employment for a period of 6 full calendar months.
3. Annual vacation leave may be accumulated not to exceed two times the annual vacation accrual rate at the end of any calendar year.
4. Part-time employees receive prorated vacation leave benefits. (MCA 1-1-216).

PERSONAL LEAVE

Full-time employees are eligible for 8 hours of personal leave with pay per fiscal year, to be used in increments of at least 1 hour. Regular, part-time employees scheduled to work at least 20 hours per week are eligible for personal leave on a prorated basis. Personal leave does not accrue from year to year. No cash reimbursement is given for unused leave. Eligibility date depends on terms of the employees' collective bargaining agreement.

HOLIDAYS

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| New Year's Day, January 1 | First Monday in September (<i>Labor Day</i>) | December 25 (<i>Christmas Day</i>) |
| 3rd Monday in January (<i>Martin Luther King, Jr. Day</i>) | 2nd Monday in October (<i>Columbus Day</i>) | State-wide General Election Day of even-numbered years |
| 3rd Monday in February (<i>President's Day</i>) | November 11 (<i>Veteran's Day</i>) | |
| Last Monday in May (<i>Memorial Day</i>) | 4th Thursday in November (<i>Thanksgiving</i>) | |
| July 4th (<i>Independence Day</i>) | | |

PAID PARENTAL LEAVE (PPL)

Eligible employees are entitled to a maximum of 6 continuous work weeks of Paid Parental Leave for parents to care for a newborn child or a child placed for adoption. Eligible employees are any employee employed at least 180 days. Employees working part time may be eligible for PPL. Requests to use PPL should be submitted in writing to the employee's supervisor and Human Resources Department with as much advance notice as possible.

TERMINATION

Terminated employees are paid for:

1. All earned time.
2. Earned and unused vacation leave after 6 months of employment paid at current rate.
3. 1/4 of sick leave accumulated since July 1, 1971, paid at current rate after 3 months of employment.