MANAGEMENT LEAVE INFORMATION

SICK LEAVE

Full Time employees receive a 96 hour (12 day) sick leave allocation at the beginning of each fiscal year (July 1).

A written release to return to work from a licensed physician or Health Care Provider is required for any absence due to illness or injury, which exceeds 5 consecutive working days.

VACATION

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Full Time managers shall be entitled to 176 hours (22 days) of paid vacation leave per fiscal year, to be taken at any time that is agreeable to the manager and the District. Management may accumulate unused vacation days to a maximum of 352 hours (44 days). Upon termination or separation of employment from the District, the manager shall be entitled to compensation for unused, earned vacation hours, which will be payable at a rate equal to the manager's final salary rate.

PRO-RATION OF LEAVES

Sick and Vacation Leave allocations are prorated based on the initial date of employment, the number of hours worked per week and the number of months worked per year. Upon termination of employment, Sick Leave and Vacation Leave allocations are pro-rated based on the termination date.

Received by:	
Signature	Date
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