

PAID PERSONAL LEAVE

FULL-TIME EMPLOYEES:

- I. Full time employees are eligible for Paid Personal Leave.
- II. Full time employees will accrue **monthly** Paid Personal Leave based upon the following scale:

BEGINNING EMPLOYMENT = 8.66 HOURS
(Can start taking leave after 6 months of employment)

BEGINNING FOURTH YEAR OF EMPLOYMENT = 10.0 HOURS

BEGINNING SEVENTH YEAR OF EMPLOYMENT = 12.0 HOURS

BEGINNING TENTH YEAR OF EMPLOYMENT = 14.0 HOURS

Example:

Employee begins employment on January 15, 1995. The employee accrues 8.66 hours of PPL, per month, until they have completed three full years of consecutive employment. On January 15, 1999, the employ begins to accrue 10.0 hours of PPL, per month.

0 THROUGH 3 COMPLETED CONSECUTIVE YEARS = 8.66 HOURS

January 15, 1995 through January 14, 1996 = 0 completed consecutive years of employment.
January 14, 1996 through January 14, 1997 = 1 completed consecutive years of employment.
January 15, 1997 through January 14, 1998 = 2 completed consecutive years of employment.
January 15, 1998 through January 14, 1999 = 3 completed consecutive years of employment.

4 THROUGH 6 COMPLETED CONSECUTIVE YEARS = 10.0 HOURS

January 15, 1999 through January 14, 2000 = 4 completed consecutive years
January 15, 2000 through January 14, 2001 = 5 completed consecutive years
January 15, 2001 through January 14, 2002 = 6 completed consecutive years

7 THROUGH 9 COMPLETED CONSECUTIVE YEARS = 12.0 HOURS

January 15, 2002 through January 14, 2003 = 7 completed consecutive years
January 15, 2003 through January 14, 2004 = 8 completed consecutive years
January 15, 2004 through January 14, 2005 = 9 completed consecutive years

10 OR MORE COMPLETED CONSECUTIVE YEARS = 14 HOURS

Effective January 15, 2005 and thereafter