

PROCEDURES: Exhibit 401B

LICENSED EMPLOYEES
LEAVE ACCUMULATION FOR PART-TIME EMPLOYEES

Part-time staff can accumulate personal illness leave days. It will be done on the following basis: personal illness leave days are accumulated based on the length of the day the individual is hired to work or the number of days the individual works in a week. Days used during a current contract year are used in relation to the length of day for which the person was hired. At the end of a contract year, any remaining personal illness leave time will be converted to full-time equivalency, (i.e. a one-half time employee, who does not use any of the allocated ten days during their first year of employment, would be listed as having five (5) days to carry forward to the next contract year.)

NOTE: If a part-time employee is entitled to other types of leaves, accumulation of those days will be determined on the same basis as personal illness leave accumulation.

07/09/07, 07/09/12, 1/9/17