

PROCEDURES: Exhibit 402B

CLASSIFIED 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 work week. Days used during a current contract year are used in relation to the length of day for which the person was hired. 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.

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