

## Non-Uniformed Union Eligible Employees

### Vacation

Regular, full-time employees shall earn vacation Leave at the following rate:

|                               | Days Per Year |
|-------------------------------|---------------|
| Up to 3 yrs. of service       | 10            |
| 3 yrs. to 10 years of service | 15            |
| 10 yrs. to 20 yrs. of service | 18            |
| 20 yrs. of service and over   | 22            |

Vacation may be accumulated; however, a maximum of thirty (30) days may be carried over to the next year.

### Discretionary Days

Regular, full-time employees receive three (3) discretionary Leave days each calendar year. Discretionary days for new employees are prorated as follows:

|  | Days |
|--|------|
| If hired January 1 through March 30    | 3    |
| If hired April 1 through June 30       | 2    |
| If hired July 1 through September 30   | 1    |
| If hired October 1 through December 31 | 0    |

Discretionary days will not be carried over to the next calendar year.

### Sick Leave

Regular, full-time employees earn sick Leave from the first day of employment at the rate of twelve (12) days per year with a maximum accrual of 125 days.

Sick Leave may be used for personal illness or injury, medical, dental, and optical examinations, and pregnancy or any related disabilities.

Sick Leave may be used for members of the employee's immediate family (spouse and children). Procedures vary by employee group. Employees in non-union-eligible classifications should consult the Administrative Personnel Policy and Procedure Manual to obtain information about family sick Leave. Employees in union-eligible classifications should consult the AFSCME Statement of Agreement and/or their union stewards.

### Funeral Leave

Regular, full-time, non-probationary employees shall receive up to three (3) days [four (4) for out-of-state funerals] with pay to handle necessary funeral arrangements or related business for a death in their immediate family. Immediate family shall be defined as mother, father, brother, sister, son, daughter, grandparents, grandchildren, son-in-law, daughter-in-law, spouse, or spouse's immediate family.

### Longevity Pay

Longevity pay will be paid at the rate of \$3 for each year of service up to and including the fifth (5th) year and \$6 per month for each year of service beginning at six (6) years and for each year of service thereafter.