

ACCRUED BENEFIT TIME USAGE

Accrued benefit time may only be used in the following manner:

Vacation — .25 hour increment, then 15 minute increments after the first .25 hour. This time must be scheduled in advance time for time. This time cannot be called in. Cannot be used in first six months of employment.

Sick - .25 hour increment, then 15 minute increments after the first .25 hour. This time can be called in or requested in advance.

Personal Leave - .25 hour increment, then 15 minute increments after the first .25 hour. This time can be called in for emergency situations or requested in advance. Cannot be used in first three months of employment. SEIU/Merit Comp./Teamsters employees must use or schedule their PL time by November 30 of the current year. IFT employees must use or schedule their PL time by November 15 of the current year.

Compensatory Time — .50 hour increment, then 15 minute increments after the first ½ hour. This time must be scheduled in advance time for time. This time cannot be called in.

Holiday Time - .25 hour increment, then 15 minute increments after the first .25 hour. This time must be scheduled in advance time for time. This time cannot be called in.

Birthday Holiday — SEIU employees only - must be used in one (1) or two (2) increments of time totaling 7.5 hours. This time must be scheduled in advance time for time. This time cannot be called in. Must be hired on or before August 1 of current year to be eligible. Cannot be used in first three months of employment. Time must be scheduled and used between January 1 and November 30 of current year.

FMLA time off is scheduled in the same manner as described above for each type of time.

Intermittent employees may use any of the above time in .25 hour increments except Birthday Holiday, which must be used in one (1) or two (2) increments of time based on their work schedule, but still must adhere to scheduling requirements.

Time for time means: if an employee is requesting to use an hour of vacation, comp., or holiday time, they must submit a Request for Leave Slip a minimum of one hour in advance of the usage. Likewise, if an employee is requesting a full workday off, they must submit a Request for Leave Slip a minimum of one full workday in advance of the usage.

Request for Leave Slips are to be completed and submitted to the supervisor and the supervisor must approve the Request for Leave Slip prior to usage of the time, other than for Sick, FMLA Sick, FMLA PL, FMLA Dock or emergency PL when calling in.

Employees are responsible for ensuring they have the appropriate amount of time on the books to cover their absences. This can be accomplished using ABE at work and clicking on the Time Card tab. Further, when calling in an absence the employee must designate the type of time they are using, keeping in mind that only FMLA Sick, FMLA PL, FMLA Dock, Sick, and PL can be called in. If the employee does not have enough time to cover the absence, they will be docked for the remainder of the time.