

Personnel Policy Changes

- Policy 305 – Earned personal time, change from 8 hours/month to 10 hours/month
- Policy 305 – Change from “can accrue a total of 144 hours” to “can accrue a total of 160 hrs.”
- Policy 302 – All vacation time renews at beginning of fiscal year, July 1 to June 30.
- Add in “Attachments” Time off Award Certificate “printable”

Vacation Benefits

- - Completion of 1 year = 40 hrs
- - Completion of 2 yrs thru completion of 5 years = 80hrs
- - Start of 6 years thru completion of 10 years = 120 hrs
- - Start of 11 years thru completion of 15 years = 160 hrs
- - Start of 16 years and beyond = 200 hrs