

Classified Hourly Employees
Guidelines: Breaks, Lunches, Sick and Vacation Accruals
Effective: July 1, 2015

BREAKS

PAID TEN (10) MINUTE BREAK

- Based on the number of hours scheduled per day you are entitled to the following paid break(s):

| | (Daily Hours Scheduled) | | | | | | | |
|----------------------------------|-------------------------|-----|-----|-----|-----|-----|-----|-----|
| | 0-1 | 1-2 | 2-3 | 3-4 | 4-5 | 5-6 | 6-7 | 7-8 |
| • One (1) ten (10) minute break | | | | XX | XX | XX | XX | |
| • Two (2) ten (10) minute breaks | | | | | | | | XX |

LUNCHES

UNPAID THIRTY (30) MINUTE LUNCH BREAK

- Based on the number of hours scheduled per day you are entitled to the following unpaid lunch break:

| | (Daily Hours Scheduled) | | | | | | | |
|------------------------------------|-------------------------|-----|-----|-----|-----|-----|-----|-----|
| | 0-1 | 1-2 | 2-3 | 3-4 | 4-5 | 5-6 | 6-7 | 7-8 |
| • One (1) thirty (30) minute lunch | | | | | | | XX | XX |

SICK HOURS

- Active hourly employees will be credited with twenty-four (24) sick hours on July 1st each year.
- Employees hired after July 1st will be prorated sick hours through June 30th.
- Additional sick hours will be accrued once an employee has earned twenty-four (24) sick hours.
- Accruing additional sick hours will be based on the actual hours worked in the PRIOR MONTH.
- Accrual will be as follows:

| Total Monthly Hours Worked | Sick Hours Earned |
|----------------------------|-------------------|
| 80 – 104 | 4 |
| 105 – 125 | 5 |
| 126 - 146 | 6 |
| 147 – 167 | 7 |
| 168 or more | 8 |

VACATION HOURS

- Vacation hours are earned monthly based on the actual hours worked in the PRIOR MONTH.
- Accrual will be as follows:

| Total Monthly Hours Worked | Sick Hours Earned |
|----------------------------|-------------------|
| 80 – 104 | 4 |
| 105 – 125 | 5 |
| 126 - 146 | 6 |
| 147 – 167 | 7 |
| 168 or more | 8 |

**** ABSENCES OF THREE (3) OR MORE DAYS WHEN STUDENTS ARE IN SESSION REQUIRE PRIOR APPROVAL ****