**Full Time Officer of Administration**  
**Time and Accrual Record-Keeping Form for Officers**

**OFFICERS:**

Full-time officers accrue vacation allowance commencing with the employee’s hire date.

<table>
<thead>
<tr>
<th>Length of service</th>
<th>Earned Vacation Rate &amp; Maximum Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of hire to 20 years</td>
<td>2 days per completed month of service up to 23 days (2 days each month July through May; 1 day in June)</td>
</tr>
<tr>
<td>20 years or more</td>
<td>2-1/3 days per month of completed service up to 28 days</td>
</tr>
</tbody>
</table>

**VACATION DAYS:**

Full-time officers accrue vacation allowance on a fiscal year basis – from July 1 through June 30th and, with supervisory approval, may use the vacation as it is earned. However, the total allowance earned must be used by June 30 of the year following accrual. It may not accumulate nor may the employee receive pay in lieu of unused vacation except upon termination and then only for earned unused vacation days. Vacation pay will be based upon the employee’s current base salary. Employees transferring to a new department may carry a maximum of one year of vacation accrual.

**PERSONAL DAYS:**

Officers accrue one personal day for every four months of employment. Earned personal days may not accumulate, they must be used within twelve months of the earned date.

Personal days may be used to observe religious holidays or for any other purpose.

**BEREAVEMENT LEAVE:**

Officers are granted up to a maximum of three days paid leave in the event of a death in their immediate family (spouse, parent, grandparent, child, mother-in-law, father-in-law, brother, sister or member of the household of the employee).

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**Part Time Officer of Administration**  
**Time and Accrual Record-Keeping Form for Officers**

**OFFICERS:**

Part-time officers accrue vacation allowance commencing with the employee’s hire date.

<table>
<thead>
<tr>
<th>Length of service</th>
<th>Earned Vacation Rate &amp; Maximum Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of hire</td>
<td>1 day per month per completed month of service up to 10 days a year.</td>
</tr>
</tbody>
</table>

**VACATION DAYS:**

Part-time officers accrue vacation allowance on a fiscal year basis – from July 1 through June 30th and, with supervisory approval, may use the vacation as it is earned. However, the total allowance earned must be used by June 30 of the year following accrual. It may not accumulate nor may the employee receive pay in lieu of unused vacation except upon termination and then only for earned unused vacation days. Vacation pay will be based upon the employee’s current base salary. Employees transferring to a new department may carry a maximum of one year of vacation accrual.