

'ATTACHMENT, Section 1'

Section V. Benefits

E. SICK LEAVE

4. Employees who have used all their sick leave will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee must exhaust any accumulated vacation leave before employer can consider leave without pay status.

'ATTACHMENT, Section 2'

Section V. Benefits

B. HOLIDAY PAY

10. Employees within their six-month probation period and on leave without pay status around a holiday are eligible for holiday Pay if any time off before or after the holiday **is requested and filed with the Human Resource/Payroll Coordinator during their first week of employment.** The employee would need to state any planned time off during their HR orientation and inform their Supervisor within 1 week of their hire date.