

COMPREHENSIVE ANNUAL LEAVE

Section 404 - Comprehensive Annual Leave Program

This section shall not apply to employees of the District who are covered by the Vacation and Sick Leave Policies.

The Comprehensive Annual Leave Program combines the time-off accruals for vacation and sick leave into one account.

Independently-represented employees earn Comprehensive Annual Leave time on a biweekly basis according to the following schedule. Regular part-time employees shall accrue Comprehensive Annual Leave time directly proportionate to a full-time assignment.

<u>Accruals per Years of Service</u>	<u>Accruals per Pay Period</u>	<u>Comprehensive Annual Leave In Days*</u>
Less than 5	6.75 hours	21.94
5 but less than 11	8.28 hours	26.91
11	8.59 hours	27.92
12	8.89 hours	28.89
13	9.20 hours	29.90
14	9.51 hours	30.91
15 or more	9.82 hours	31.92

*Based on 8 hours per day, 26 pay periods per year.

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