

ADMINISTRATIVE MEMORANDUM
(draft)
#90-03

January 18, 1990

MEMO TO: All Staff
FROM: Mr. Seidl
SUBJECT: Pro-rated Benefits

Effective March 29, 1990, pro-rated benefits for sick leave, holiday pay, and vacation leave for permanent part-time employees will be based upon hours worked.

Additions or minuses to sick leave and holiday balances will be made quarterly. For each additional 11 hours worked during a quarter, an employee will receive .5 hours extra sick leave and holiday hours. The records will be changed the first pay period of each quarter to reflect hours worked during the previous quarter. The quarters reflect the pay periods on a calendar year basis and are: 3/29/90 - 6/20/90, 6/21/90 - 9/26/90, 9/27/90 - 12/19/90, etc.

Sick leave and holiday hours will be added according to the following schedule:

Extra hours worked per quarter	Benefit
1 - 10 hours	0
11 - 21 hours	.5 hours
22 - 32 hours	1 hour
33 - 43 hours	1.5 hours
44 - 54 hours	2 hours
etc.	

Vacation pay for extra hours worked will be added to the employee's record on the employee's anniversary date. For every 13 hours worked in excess of the normal 20 hour work week, employees will receive:

	10 days	15 days	20 days
	hours	hours	hours
0-12 extra hours	0	0	0
13-25 extra hours	.5	.8	1
26-38 extra hours	1.5	1.5	2