

Employee Category	Leave Type	Days Awarded	Annual Hours	Absence Hours
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**EXEMPT EMPLOYEES**

<b>37.5 Hours per Week</b>	VACATION	22	165	7.5
37.5 Hours per Week	SICK LEAVE	7	52.5	7.5
37.5 Hours per Week	FLEXIBLE SICK LEAVE	5	37.5	7.5
<b>40 Hours per Week</b>	VACATION	22	176	8
40 Hours per Week	SICK LEAVE	7	56	8
40 Hours per Week	FLEXIBLE SICK LEAVE	5	40	8

**NON-EXEMPT EMPLOYEES**

<b>37.5 Hours per Week</b>	VACATION 1-5 YEARS	12	90	7.5
37.5 Hours per Week	VACATION 5-10 YEARS	15	112.5	7.5
37.5 Hours per Week	VACATION 10-15 YEARS	18	135	7.5
37.5 Hours per Week	VACATION 15+ YEARS	21	157.5	7.5
37.5 Hours per Week	SICK LEAVE	7	52.5	7.5
37.5 Hours per Week	FLEXIBLE SICK LEAVE	5	37.5	7.5
<b>40 Hours per Week</b>	VACATION 1-5 YEARS	12	96	8
40 Hours per Week	VACATION 5-10 YEARS	15	120	8
40 Hours per Week	VACATION 10-15 YEARS	18	144	8
40 Hours per Week	VACATION 15+ YEARS	21	168	8
40 Hours per Week	SICK LEAVE	7	56	8
40 Hours per Week	FLEXIBLE SICK LEAVE	5	40	8
<b>11 Month</b>	VACATION 1-5 YEARS	11	82.5	7
11 Month	VACATION 5-10 YEARS	13.75	103.25	7
11 Month	VACATION 10-15 YEARS	16.5	123.75	7
11 Month	VACATION 15+ YEARS	19.25	144.5	7
11 Month	SICK LEAVE	6	41.25	7
11 Month	FLEXIBLE SICK LEAVE	5	34.5	7
<b>10 Month - 1625 Annual</b>	VACATION 1-5 YEARS	10	75	6.25
10 Month - 1625 Annual	VACATION 5-10 YEARS	12.5	93.75	6.25
10 Month - 1625 Annual	VACATION 10-15 YEARS	15	112.5	6.25
10 Month - 1625 Annual	VACATION 15+ YEARS	18	135	6.25
10 Month - 1625 Annual	SICK LEAVE	5	37.5	6.25
10 Month - 1625 Annual	FLEXIBLE SICK LEAVE	5	37.5	6.25
<b>1400 Hours per Year</b>	VACATION 1-5 YEARS	12	64.75	5.5
1400 Hours per Year	VACATION 5-10 YEARS	15	80.75	5.5
1400 Hours per Year	VACATION 10-15 YEARS	18	97	5.5
1400 Hours per Year	VACATION 15+ YEARS	21	115.5	5.5
1400 Hours per Year	SICK LEAVE	7	37.5	5.5
1400 Hours per Year	FLEXIBLE SICK LEAVE	5	27	5.5
<b>1200 Hours per Year</b>	VACATION 1-5 YEARS	12	56.25	4.75
1200 Hours per Year	VACATION 5-10 YEARS	15	69.25	4.75
1200 Hours per Year	VACATION 10-15	18	83	4.75
1200 Hours per Year	VACATION 15+ YEARS	21	99.75	4.75
1200 Hours per Year	SICK LEAVE	7	32.75	4.75
1200 Hours per Year	FLEXIBLE SICK LEAVE	5	23.5	4.75