

CCWRO VACATION AND SICK TIME POLICY

<u>Employment Period</u>	<u>Vacation Time</u>	<u>Sick Time</u>
0-6 months	none	only emergency basis
6-12 months	1 week	1 week
less than 5 years	2 weeks	2 weeks
5-10 years	3 weeks	3 weeks
year 10+	4 weeks	4 weeks

Maximum vacation time: 40 hours at any given time may be carried over from year to year with a cap of \$5000.

Additional leave of absence or sick time may be approved on a case by case basis by CCWRO's Executive Director.

Eligibility for Health Insurance

After six months of employment, employee will be eligible for comprehensive health care package consisting of health, vision and dental.

amended 8/10