

VACATION and SICK LEAVE POLICIES
for Regular, Benefited Employees

VACATION -- Vacation is accrued at the rates indicated below depending on the employee category. Employees accrue vacation on all paid hours, excluding overtime. Vacation leave may be used only after it has been accrued. Vacations will be scheduled to accommodate the employee whenever possible. However, leave must be approved by the immediate supervisor prior to any absence from assigned scheduled working hours. Accrued vacation leave is limited to 440 hours for all Regular, Benefited employees.

EMPLOYEE CATEGORY	HOURS OF SERVICE (equivalent F/T years of service)	HOURLY ACCRUAL	ANNUAL ACCRUAL (F/T attendance)
Tier 1 - Director Level & Above	N/A	.092308/hour	24 days
Tier 2 – Exempt (Assoc Director & Senior Managers)	0-4,160 hours (0-2 years)	.038462/hour	10 days
	4,161+ hours (2+ years)	.092308/hour	24 days
Tier 3 – Exempt (salary)	0-6,240 hours (0-3 years)	.038462/hour	10 days
	6,241-12,480 hours (3-6 years)	.057693/hour	15 days
	12,481-20,800 hours (6-10 years)	.076924/hour	20 days
	20,801-31,200 hours (10-15 years)	.084616/hour	22 days
	31,201+ hours (15+ years)	.092308/hour	24 days
Tier 4 – Non-Exempt (hourly)	0-6,240 hours (0-3 years)	.038462/hour	10 days
	6,241-12,480 hours (3-6 years)	.057693/hour	15 days
	12,481-20,800 hours (6-10 years)	.065385/hour	17 days
	20,801-31,200 hours (10-15 years)	.073077/hour	19 days
	31,201-41,600 hours (15-20 years)	.080769/hour	21 days
	41,601-52,001 hours (20-25 years)	.088462/hour	23 days
	52,001+ hours (25+ years)	.092308/hour	24 days

PAID SICK LEAVE – Paid Sick Leave is accrued from the employee’s Date of Hire at a rate of 8 hours per month, based on a 40-hour workweek (.0461 hours of sick leave per hour worked, excluding overtime), and may be used only after it is accrued. There is no maximum to the number of hours of sick leave that may be accumulated, and is carried over from year to year. Employees who terminate their employment with CPC prior to retirement are not paid for unused sick leave. Employees who retire from CPC will have their accrued sick leave balance converted to CalPERS service credit (if their retirement date is within 120 days of the date of separation).

Employees may use Paid Sick Leave for the diagnosis, care, or treatment of their, or their family member’s, existing health condition. “Family Member” includes: spouse, registered domestic partner, children, stepchildren, foster children, registered domestic partner’s children, parents, parents-in-law, legal guardian, grandparents, grandchildren, and siblings. Employees may use Paid Sick Leave for certain absences related to being a victim of domestic violence, sexual assault, or stalking (CLC 230, 230.1). Up to half of an employee’s annual accrued sick leave (48 hours per year based on a 40-hour workweek) may be used to care for a family member who is sick or injured. Supervisors may request a doctor’s certificate to verify the use of sick leave at any time it is deemed necessary. Employees are required to provide reasonable advance notification if the need for Paid Sick Leave is foreseeable (i.e., doctor’s appointments). Where the need for Paid Sick Leave is unforeseeable, the employee shall provide notice of the need for leave as soon as practical.