



WORKFORCESOLUTIONS GREATER DALLAS

President's Briefing—Item E Policy

Following a review of the newly released Employee Handbook, the following amendments are recommended:

1. **Revise the rate of accrual and limit of available leave time**— In practice since 2006, the accrual for employees with 15+ years has been the next incremental improvement to 7.69 hours or 25 days annually. The incremental improvement in maximum carry-forward is similarly recommended to align with consistent increase - maximum of 50 days (400 hrs).

<u>Length of Employment</u>	<u>Hours earned per 2-week pay period</u>	<u>Equivalent days earned per annum</u>	<u>Carry -Forward</u>	
			<u>Days</u>	<u>Max</u>
0-4 years	3.077 hours	10 days	10 (80 hrs.)	20 (160 hrs)
5-9 years	4.615 hours	15 days	15 (120 hrs.)	30 (240 hrs)
10-14 years	6.153 hours	20 days	20 (160 hrs.)	40 (320 hrs)
15+ years	7.69 hours	25 days	25 (200 hrs.)	50 (400 hrs)

2. **Regular Part-Time Employees** – A correction to the policy would align with our current interpretation

- Regular part-time employee corrected to reflect working **(less than 30 hours per week)** as opposed to 30 hours per week or less.
- Regular full-time employee corrected to reflect working **(30 hours or more per week)** as opposed to 40 hours per week.

RECOMMENDATION: Board authorization to approve the above amendments/corrections as described.