

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

~~386 Agency Employees Absence Leave~~

Effective Date: ~~11/17/2004~~

Revision Date: ~~11/30/2005~~

~~Beginning January 1, 2005, full-time* (working 8 hours per day) and part-time* (working 6 or 4 hours per day) employees will receive the following number of hours per number of months of employment:~~

10 month employee	Full-time	80 hours	(10 mos x 8 hrs)
	Part-time	20 hours	(Effective 07/01/05)
11 month employee	Full-time	88 hours	(11 mos x 8 hrs)
12 month employee	Full-time	96 hours	(12 mos x 8 hrs)
	Part-time	72 hours	(12 mos x 6 hrs)

~~On January 1, 2005, the above listed employees will receive one half the number of the total absence leave hours; on July 1, 2005, the above listed employees will receive the remaining one half number of absence leave hours. Hours can be carried over from the first six months to the second six months. All absence leave hours given on January 1 and July 1 must be used by December 31 of each year.~~

~~The above number of hours may be used for illness*, personal or business use. The unused hours will not be carried over to succeeding years.~~

~~When employees are hired during other months, absence leave hours will be prorated beginning the first month after hire.~~

~~If an employee uses more than the allocated hours, the per diem amount will be deducted from the employee's pay.~~

~~Absence Leave may be used in a minimum increment of one hour.~~

~~As with any leave, employees are required to have prior approval from their supervisor. Notify your supervisor of absence leave request as early as possible. Signed leave requests are required to accompany employee's time sheets.~~

~~***This policy is effective only through 12/31/05.**~~

~~*Refer to Policy 201 Employment Categories~~

~~*Refer to Policy 704 Absenteeism~~

~~***This policy has been revised to include the following:**~~

~~*Any remaining unused time may be combined with Policy 399 to carry over 80 hours (or less) to the new Personal Leave Policy 380, which will go into effect on January 1, 2006.*~~