

# *Community Services of Northeast Texas, Inc.*

## Personnel Policies & Procedures

### ~~399 Agency Employees Sick Leave/PTO/\*Floating Holidays~~

Effective Date: 11/17/2004

Revision Date: 11/30/2005

~~Beginning 12/01/2004, all sick leave, PTO and \*Floating Holidays accrued prior to September 1, 2003 (Head Start Center Employees) or 11/30/2004 (Non Head Start Center Employees) will be granted to employees on a noncash basis.~~

~~Any time not used as absent leave will be forfeited. Leave of absence time will be taken in 8 hour increments (full time employee). No more than four 8 hour days (full time employee) can be taken within each month from December 1, 2004 through November 30, 2005. Part time employees have the same restrictions; but their time is in accordance with the number of hours they are scheduled to work each day. (i.e. Part time employees that work 4 hours a day may not use more than four 4 hour days within each month.)~~

~~As with any leave, an employee is required to have prior approval from his/her supervisor. Signed leave requests are required to accompany employee's time sheets.~~

~~\*These Floating Holidays do not apply to the Nutrition Staff or cost Allocated Staff.~~

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

~~1. *November 30, 2005 has been extended to December 31, 2005.*~~

~~2. *Any remaining unused time may be combined with Policy 386 to carry over 80 hours (or less) to the new Personal Leave Policy 380, which will go into effect on January 1, 2006.*~~