

POLICY 7
VACATION AND PERSONAL LEAVE

Rule 7.09 - Effect of Workweek Change on Accumulated Leave

When an employee moves to a workweek of a different length, e.g., from a forty (40) hour week to a thirty-seven and one half (37 1/2) hour week, the employee's vacation and personal leave accrual will be converted from hours to days under the workweek schedule of the former class, and the days then converted to hours under the new workweek schedule.