

Attachment 1

Proposed interim addition to Personnel Policies Annual/Sick Leave Cash Out

Employees may elect to receive the cash equivalent for up to 40 hours of annual or sick leave. In order to cash annual leave, the employee must have taken a minimum of 40 hours annual leave **during the 12 months prior to requesting the cash out**. Employees with ten years of service or more may elect to receive the cash equivalent of 80 hours of annual leave, provided they have taken 40 hours of leave in the previous 12 months. Sick leave can be cashed out at the designated exchange rate, depending on years of service. (see page # 24 in the personnel policies for clarification). The sick leave balance must remain at no less than 64 hours. Requests for payments must be submitted to Human Resources prior to the last payroll period in the months of January and August.

Annual Leave/Sick Leave Conversion

JWB Current Policies:

I. Annual Leave Accrual :

Employment	Accrual/month	<u>Accrual Sick L</u> Employe
1-3 years	8.0	1-3
3-5 years	10.5	3-5
5-9 years	11.75	5-9
10 + years	13.0	10 +

NOTE: Maximum number of annual leave accrual - 240 hours

NOTE: Maximum number of sick leave accrual - 520 hours

II. Annual Leave/Sick Leave Payout Upon Termination:

Maximums:

Annual Leave: 240 hours

Sick Leave: 520 hours

Employment	% of Accrued Sick Leave
1-2 years	5.0
3 years	10.0
4 years	15.0
5 years	20.0
6 years	25.0
7 years	30.0
8 years	35.0
9 years	40.0
10+ years	50.0

Conversion Proposal:

1. Reduce fiscal liability on books
2. Incentive for staff investment in HSA

Example of Annual Leave/Sick Leave Exchange Of Leave Proposal:

JWB employee

Average number of years employed	8.58
Annual Leave Accrual Rate	11.75 hours per month
Average annual salary	\$45,000
Hourly pay rate	\$21.63
JWB staff average current A/L amount	115 hours
JWB staff average current S/L amount	160 hours

Criteria: Employee must have taken 40 hours of AL in the 12 month period prior to the cash-in request

Current:			
A/L	115.0		
Less: Cash out	<u>-20.0</u>		
Remaining		95.0	
S/L	160.0		
Less: Cash out	<u>-20.0</u>		
Remaining		140.0	
Payout:	Hours	Rate	Total
A/L	20.0	\$21.63	\$432.69
S/L (@35%)	7.0	\$21.63	<u>151.44</u>
		Total	
		Payout	<u>\$584.13</u>