

ANNUAL LEAVE

Annual leave is available to full-time employees. The hours of annual leave available is based on length of employment. Annual leave replenishes every July 1st, unless otherwise stated in a letter of understanding at time of hire. Unused annual leave is forfeited.

After 1 year completed	40 hours (1 week)
After 2 -4 years completed	80 hours (2 weeks)
After 5 – 9 years completed	120 hours (3 weeks)
After 10+ years completed	160 hours (4 weeks)

Requests for annual leave must be submitted to the Director as far in advance of the proposed leave as possible. The Director reserves the right to deny annual leave if it would interfere with the effective operation of the Museum or its events. If the Museum’s needs prevent an employee from taking all annual leave within the year, the Director may grant a short extension period. Every employee is required to use at least five consecutive days of leave once in every year.

If an employee’s status changes from full-time to part-time unused annual leave will be paid to the employee at their equivalent hourly rate of pay. Upon termination of employment, annual leave is paid to the employee at their equivalent rate of pay in cash.

SICK LEAVE

The Museum grants sick leave with pay to its full-time employees who, because of illness, injury or pregnancy, cannot properly perform their duties, whose presence at work would endanger the well-being of their fellow employees or the public, or for medical appointments.

Sick leave may also be taken to care for an ill spouse, child or parent.

Sick Leave Accumulation Rates:

- Full-time employees accumulate sick leave at the rate of one (1) day worked per calendar month beginning on the first day of employment. Full-time employees may accumulate five (5) days of unused sick leave per year up to a maximum of twenty (20) days during the course of their employment.
- Employees cannot take sick leave before it is earned.
- Part-time and temporary employees are not entitled to sick leave with pay. However, with their supervisor's approval, their regular work hours may be adjusted to accommodate days off for illness within the same pay period.

Change in status - If a regular employee's status changes from full-time to part-time, sick leave accumulation will cease and any accumulation will be forfeited.

Physician Certification - If an employee is on leave due to illness, injury, or disability, a physician's statement may be required that certifies the employee's inability to return to work. It must also estimate the length of time the employee will remain unable to work and identify any restrictions on performance of duties upon return. The Executive Director may require employees to provide a Release to Work statement from a physician of the Museum's choice before work may be resumed.

. The Executive Director may require employees to present a written statement and related documents from a physician indicating the nature of the illness, injury, or disability **Holidays Occurring**

During Sick Leave - In the event a holiday occurs when an employee is on paid sick leave, the holiday will not be charged against the employee's accumulated sick leave.

Sick Leave During Vacation - In the event an employee is hospitalized or confined due to prescribed outpatient care as a result of injury, illness, or disability while on paid vacation, that time may be charged instead to the employee's accumulated sick leave. However, the employee must first submit proper documentation and must have sufficient sick leave accumulated.

Medical Appointments - Employees needing time for medical appointments for themselves, a spouse, child or parent during work hours will be charged time against their accumulated sick leave unless the work schedule is adjusted with the supervisor's consent. Such leave will be charged in increments of not less than one (1) hour.

Salary reduction - Pursuant to the Fair Labor Standards Act, if an exempt employee qualifies for sick leave, that employee's salary shall not be reduced for any absence of less than a day. The salary may be reduced for absences of more than a day that are attributed to sickness or disability for which the employee has no accrued sick, personal, or vacation leave, and that are not covered as an injury subject to Worker's Compensation.

Termination - Compensation for accumulated sick leave will not be paid upon termination.