

# BENEFITS

CDS FAMILY & BEHAVIORAL HEALTH SERVICES, INC.

## FULL TIME EMPLOYEES

DATE OF HIRE: **BEFORE** NOVEMBER 1, 1999

### ANNUAL LEAVE:

An employee is only eligible for annual leave after it has been earned and after the probationary period has been satisfactorily completed. Full time employees accrue annual leave as follows:

Service	Hours of Leave Biweekly	Days per year
First 12 months	3.75	12.19
12-24 months	4.50	14.63
25-60 months	5.75	18.69
61-119 months	6.25	20.31
10 years plus	7.50	24.38

Full time employees can accrue a maximum of 240 hours of annual leave beyond December 31<sup>st</sup> of each year. Any additional hours will be transferred to the employees sick leave.

### SICK LEAVE:

Full time employees shall accrue sick leave at the rate of 3.75 hours of leave each pay period, which equals approximately 12 days of sick leave per year.

### PAID HOLIDAYS:

CDS Family & Behavioral Health Services, Inc. recognizes the following paid holidays each year:

New Year's Day	Independence Day (July 4 <sup>th</sup> )	Day after Thanksgiving
Martin Luther King, Jr.'s Birthday	Labor Day	Christmas Day
Memorial Day	Thanksgiving Day	
Two Days - Employee's Choice		

An employee is not eligible for the two variable holidays listed until the probationary period has been satisfactorily completed.

If any of the above holidays fall on a Saturday or Sunday, the Executive Director will designate whether the holiday will be observed on the preceding Friday or the following Monday.

Employees scheduled to work on New Year's Day, Martin Luther King, Jr.'s Birthday, Memorial Day, Independence Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, or Labor Day will, at CDS Family & Behavioral Health Services, Inc.'s option, receive double their normal hourly rate for hours worked that day in lieu of another day off. Any employees paid double-time for holidays are not eligible to be paid overtime for those same hours.

### SICK LEAVE:

When an employee terminates employment he/she is eligible to be paid for accrued sick leave in accordance with the following schedule:

10 years of service-25%  
15 years of service-50%  
20 years of service-75%  
25 years of service-100%

In no case may an employee be paid for more than 480 hours of accrued sick leave.

Any additional benefits for which employees are eligible are outlined in the Employee Handbook and/or will be described during the benefit renewal cycle. CDS Family & Behavioral Health Services, Inc. reserves the right to add, alter, or discontinue any benefit at any time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date