

# BENEFITS

CDS FAMILY & BEHAVIORAL HEALTH SERVICES, INC.

## **NON-EXEMPT EMPLOYEES AFTER 10 YEARS OF EMPLOYMENT**

Effective January 1, 2000, employees with ten years plus of employment may request to be paid 7.50 hours of their annual leave balance every other pay period up to a maximum of 120 hours per calendar year.

Part time employees would be eligible based on the percentage of hours they are contracted to work each week.

To be eligible, an employee must maintain a minimum of 60 hours of sick leave. If the sick leave hours drop below 60 hours anytime within a pay period, the employee is not eligible to receive annual leave payment until the minimum of 60 hours is established again.

Employees wishing to participate in this plan must make it known to the fiscal department prior to the first pay period ending in January. Once in the plan employees must request in writing to be removed from the plan and may not reenter until the next calendar year.