

Appendix A: Vacation and Sick Leave Policies per Contract

Contract	Vacation Accrual	Sick Leave	Vested Rule	Leave Roll Over	Forfeiture of Vacation and Sick Leave	Vacation Time and Sick Leave Pay Out
CLASS/JTF-CAPMED/SAMMC	Vacation is accrued at 3.33 hours per every 80 hours worked. Vacation may accrue at a higher rate based on incumbent date. Please contact Program Manager at the start of contract to verify accrual rate based off incumbent date.	Sick Leave is accrued at 1 hour per 30 Hours worked to a maximum if 56 hours accrued per year. Maximum balance is 56 hours. <i>Not all contracts qualify for sick leave. Please contact your Program Manager for verification.</i>	Vacation earned through the most recent anniversary date will be paid out upon separation.	All vacation will rollover at the end of contract year to the following contract year. Sick Leave will roll over to the following contract year. Maximum balance for sick leave is 56 hours.	If employee transitions from full/part time status to PRN status, the first date as PRN, employee will forfeit any non vested vacation time. Please coordinate with Program Manager/ Project Coordinator to ensure usage. Any unused sick leave at the date of separation will be forfeited.	Vested vacation time is only eligible for pay out upon separation. Sick Leave is not eligible for pay out upon separation.
Connecticut/DHA/Keesler/Eglin/Ft Hood/Richmond/Seymour Johnson FSS/State Department	Vacation is accrued at 3.33 hours per every 80 hours worked. Vacation may accrue at a higher rate based on incumbent date. Please contact Program Manager at the start of contract to verify accrual rate based off incumbent date.	Sick Leave is accrued at 1 hour per 30 Hours worked to a maximum if 56 hours accrued per year. Maximum balance is 56 hours.	Vacation earned through the most recent anniversary date will be paid out upon separation.	All vacation will rollover at the end of contract year to the following contract year. Sick Leave will roll over to the following contract year. Maximum balance for sick leave is 56 hours.	If employee transitions from full/part time status to PRN status, the first date as PRN, employee will forfeit any non vested vacation time. Please coordinate with Program Manager/ Project Coordinator to ensure usage. Any unused sick leave at the date of separation will be forfeited.	Vested vacation time is only eligible for pay out upon separation. Sick Leave is not eligible for pay out upon separation.
NE-MATO/ Full Time/ 6 for 80	Vacation is accrued at 6 hours per every 80 hours worked.	Sick leave is included in vacation bank.	Vacation time does not vest per contract.	Vacation balance will roll over to new contract year. Employee has (90) days to exhaust vacation in the following contract year.	If employee transitions from full time status to PRN status, the first date as PRN, employee will forfeit any non vested vacation time. Please coordinate with Program Manager/ Project Coordinator to ensure usage. Any unused sick leave at the date of separation will be forfeited.	Vacation time must be exhausted prior to separation date. Vacation time is not eligible for pay out upon separation. Sick leave is not eligible for pay out upon separation.
NE-MATO/ Part Time/ 6 for 80	Vacation is accrued at 3 hours for every 40 hours worked.	Sick leave is included in vacation bank.	Vacation time does not vest per contract.	Vacation balance will roll over to new contract year. Employee has (90) days to exhaust vacation in the following contract year.	If employee transitions from part time status to PRN status, the first date as PRN, employee will forfeit any non vested vacation time. Please coordinate with Program Manager/ Project Coordinator to ensure usage. Any unused sick leave at the date of separation will be forfeited.	Vacation time must be exhausted prior to separation date. Vacation time is not eligible for pay out upon separation. Sick leave is not eligible for pay out upon separation.
NE-MATO/ Coverage/ Full Time	Vacation is accrued at 3.33 hours per every 80 hours worked. Vacation may accrue at a higher rate based on incumbent date. Please contact Program Manager at the start of contract to verify accrual rate based off incumbent date.	Sick Leave is accrued at 1 hour per 30 Hours worked to a maximum if 56 hours accrued per year. Maximum balance is 56 hours.	Vacation earned through the most recent anniversary date will be paid out upon separation.	All vacation will rollover at the end of contract year to the following contract year. Sick Leave will roll over to the following contract year. Maximum balance for sick leave is 56 hours.	If employee transitions from full time status to PRN status, the first date as PRN, employee will forfeit any non vested vacation time. Please coordinate with Program Manager/ Project Coordinator to ensure usage. Any unused sick leave at the date of separation will be forfeited.	Vested vacation time is only eligible for pay out upon separation. Sick Leave is not eligible for pay out upon separation.

NE-MATO/ Coverage/ PRN	Vacation is paid out at the end of every pay period based off hours worked.	Sick leave is paid out at the end of every pay period based off hours worked.	N/A	N/A	N/A	N/A
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