

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: General Leave and Health Stipend for Part-Time Employees and Part-Time Benefited Employees
POLICY NUMBER: 207

207.10 Any part-time employee who works one thousand, two hundred fifty (1,250) hours in a calendar year shall receive the following benefits during the next fiscal year.

207.11 Ninety-six (96) hours of General Leave. These hours may be taken at any time during the next calendar year at the employee's discretion. Should an employee not use their general leave hours during the calendar year, they will be paid on an hourly basis on September 30th of that year or, at the time of termination (if it comes before September 30th) for all unused hours.

207.12 A fifty dollar (\$50.00) monthly stipend intended to be used to offset the cost of medical insurance. This benefit is not accrued. This benefit is only paid to the employee while being paid on a regular basis (a minimum of 40 hours per month). If available, employees may use general leave paid time off hours to be eligible. If the employee terminates, this benefit ends on the first day of the month following date of termination. If employee quits or is laid off for a few months during the calendar year, they are eligible for the stipend if they come back within that same calendar year. The \$50 stipend is resumed as long as the employee is being paid on a regular basis (a minimum of 40 hours per month).

207.20 Part-time benefited employees shall receive eighty (80) hours of General Leave per year worked. This leave shall accrue at the rate of 3.08 hours per pay period. These hours may be used upon approval of the employee's supervisor at any time during the year at the employee's discretion. Part-time benefited employees shall be paid their accrued leave time at their normal rate of hourly pay at the time of termination.