
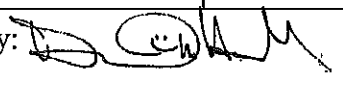


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|--|-------------------------|--|---|------------|
|  Town of Swansboro | Personnel Policy | | Holidays and Leaves of Absence Leave Pro-rated | |
| | | | Number: Article VII; Section 16 | Revisions: |
| | Supersedes: | | Approved By:  | |

ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

Section 16. Leave Pro-rated

Holiday, annual, and sick leave earned by full-time employees with fewer or more hours than the basic work week shall be determined by the following formula:

- 1) The number of hours worked by such employees shall be divided by the number of hours in the basic work week (usually 40 hours).
- 2) The proportion obtained in step 1 shall be multiplied by the number of hours of leave earned annually by employees working the basic work week.
- 3) The number of hours in step 2 divided by 12 shall be the number of hours of leave earned monthly by the employees concerned.