## Leave Explanation

- Full Day is 8 hours includes 1 hour lunch. 7 hours need to be worked.
- $3 / 4$ Day is 6 hours includes 1 hour lunch. 5 hours need to be worked.
- $1 / 2$ Day is 4 hours includes $1 / 2$ hour lunch. $31 / 2$ hours need to be worked.
- $1 / 4$ Day is 2 hours includes no lunch. 2 hours need to be worked

What to take if you work .......

## Sick Leave

- If you work $5-6$ hours $=1 / 4$ sick leave
- If you work $31 / 2-4 \frac{1}{2}$ hours $=1 / 2$ sick leave
- If you work $2-3$ hours $=3 / 4$ sick leave
- If you work $0-1 \frac{1}{2}$ hours = Full day sick leave


## Vacation Leave

- If you work $31 / 2-41 / 2$ hours $=1 / 2$ vacation leave
- If you work $0-3$ hours = Full day vacation leave

Personal Leave

- If you work $5-6$ hours $=1 / 4$ personal leave
- If you work $31 / 2-41 / 2$ hours $=1 / 2$ personal leave
- If you work $2-3$ hours $=3 / 4$ personal leave
- If you work $0-1 \frac{1}{2}$ hours = Full day personal leave

