



## 2023 continued

### Established procedures:

Regular meetings

1<sup>st</sup> Monday at 7:30 PM and, as needed, on the 3<sup>rd</sup> Monday at 1:00 PM. If Monday is a holiday, the meeting may be held the following day

Paid Holidays (full-time)

(11)

New Year's Day, Primary Election Day, Memorial Day, July 4, Labor Day, General Election Day, Thanksgiving Day, Friday after Thanksgiving, Monday after Thanksgiving, ½ day before Christmas, Christmas Day, ½ day before New Year's Day

Paid Time Off (full-time)

80 hours for 2 years or less of employment

120 hours for 2-5 years of employment

160 hours for over 5 years of employment

In the first calendar year of employment, PTO will be pro-rated based on the number of pays remaining in that year.

All vacation thereafter will be allocated on a calendar year basis.