

VRIS UPDATE

Policy Memo-Leave Without Pay and Advancement of Leave Effective 4/7/08 Number 150

SUMMARY OF UPDATES

Policy Memo–Leave Without Pay and Advancement of Leave, located in the Personnel Information Curriculum Training Guide, has been revised to reflect changes in the 2007-09 NDE/NAPE Bargaining Agreement. The amount of leave advancement for either vacation or sick leave was reduced from what the employee would earn in one year to what the employee would earn in six months. In addition, the policy was revised to state that the employee may not request more than one advancement of vacation each calendar year and one advancement of sick in a six (6) month period.

VRIS POSTING

This revised policy memo is located at: VRIS: New Staff Training: Training Modules/Tools/Portfolio: Personnel Information Curriculum: Policy Memo-Leave Without Pay and Advancement of Leave

TEAM COMMUNICATION

Supervisors are responsible for reviewing this policy with each new staff member during the first 30 days of employment with the Agency.

LEADERSHIP CONTACT

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