

APPENDIX B-~~V~~ACATION ACCRUAL

APPENDIX C-~~C~~OMMUNICABLE DISEASE

APPENDIX D-~~1~~0 DAY OR ~~7~~ FIVE-MONTH RULE (Medical/Industrial Absence)

**APPENDIX B – VACATION ACCRUAL**

**Vacation Computation and Accrual Schedule**

Years of Service	Months of Service	Annual Accrual Days	Monthly Accrual Days	Monthly Accrual Hours
1	0 - 12	10	.833	6.67
2 - 4	13 - 48	12	1.000	8.00
5 - 9	49 - 108	16	1.333	10.67
10 - 14	109 - 168	18	1.500	12.00
15 - 19	169 - 228	20	1.667	13.33
20+	229+	21	1.750	14.00

Hours worked Per Day	%	Monthly Accrual Hours Based on Years of Service					
		1	2-4	5-9	10-14	15-19	20+
8	100.00	6.67	8.00	10.67	12.00	13.33	14.00
7.5	93.75	6.25	7.25	10.00	11.25	12.50	13.13
7	87.50	5.84	7.00	9.33	10.50	11.67	12.25
6.5	81.25	5.42	6.50	8.67	9.75	10.83	11.38
6	75.00	5.00	6.00	8.00	9.00	10.00	10.50
5.5	68.75	4.59	5.50	7.34	8.25	9.16	9.63
5	62.50	4.17	5.00	6.67	7.50	8.33	8.75
4.5	56.25	3.75	4.50	6.00	6.75	7.50	7.88
4	50.00	3.34	4.00	5.34	6.00	6.67	7.00
3.5	43.75	2.92	3.50	4.67	5.25	5.83	6.13
3	37.50	2.50	3.00	4.00	4.50	5.00	5.25



GOOD HAND WASHING BEFORE PREPARING OR EATING FOOD AND AFTER USING THE TOILET OR CHANGING DIAPERS PREVENTS SPREAD OF THESE DISEASES

**Need to keep child home?** Yes.

**Return to school/childcare?** Children may return to school/childcare after 24 hours of antibiotic treatment.

**PINK EYE:** A viral or bacterial infection of the eye

**What are the symptoms?** Red or pink, itchy, painful, swollen, watery eye(s). Yellow or green discharge may also be present.

**How is it spread?** Touching eyes with hands contaminated by discharge from an infected person's eye or nose.

**When do symptoms start?** 24 to 72 hours after exposure to the virus or bacteria.

**Need to keep child home?** Yes, if yellow or green discharge present.

**Return to school/childcare?** Children may return to school/childcare after 24 hours of treatment.

**PINWORMS:** Small, white threadlike worms that live in the large intestine

**What are the symptoms?** Itching and irritation around the anal and genital area.

**How is it spread?** Transfer of pinworm eggs from anus to hands, and then to mouth. Contact with contaminated clothing, bedding, or toys.

**When do symptoms start?** 2 to nu

**When do symptoms start?** A few days to 6 weeks after exposure to an infected person or contaminated items.

**Need to keep child home?** Yes.

**Return to school/childcare?** Children may return to school/childcare after treatment is completed.

**SCARLET FEVER:** A disease caused by group A streptococcus bacteria

**What are the symptoms?** Fever, sore throat, plus a fine red rash on the face and body.

**How is it spread?** Through direct contact with mucous from the nose or throat of an infected person.

**When do symptoms start?** 1 to 3 days after exposure to the bacteria.

**Need to keep child home?** Yes.

**Return to school/childcare?** Children may return to school/childcare after 24 hours of antibiotic treatment.

**SHIGELLA:** A bacteria that causes diarrhea; this illness may require restriction\* by the Public Health Department

**What are the symptoms?** Diarrhea that may contain blood or mucus; fever or stomach pain.

**How is it spread?** Eating or drinking contaminated food or water. Ill persons handling food, or persons changing diapers of an ill child who do not wash their hands well may also spread the infection.

**When do symptoms start?** 1 to 7 days after exposure to the bacteria.

**Need to keep child home?** All children less than 5 years old will be restricted\* from group care. This restriction\* also includes children greater than 5 years old who wear diapers.

**Return to school/childcare?** Children may return when cleared by the Public Health Department. School age children that are not restricted\* may return to school when symptoms have resolved.

**\*Restriction and Clearance:** Restriction is defined as removing the child from group care until they are no

**The spread of viral gastroenteritis can be prevented by taking these steps:**

- Frequently wash your hands, especially after toilet visits and changing diapers and before eating or preparing food.
- Thoroughly clean and disinfect contaminated surfaces immediately after an episode of vomiting or diarrhea by using a bleach-based household cleaner.
- Immediately remove and wash clothing or linens that may be contaminated with virus after an episode of vomiting and diarrhea (use hot water and soap). Flush or discard any vomitus and/or stool in the toilet and make sure that the surrounding area is kept clean.

**APPENDIX D – 100-Day or Five-Month Rule  
Medical/Industrial Absence**

<u>MED</u>	<u>IND</u>	
X	X	1. Each classified employee is entitled to 100 days during the course of any one fiscal year (July through June).
X	X	2. The 100 days X