

June 2026 Newsletter

CSS proposes changes to two personnel policies to clarify vacation and holiday leave for part time employees. The proposed policy starts accrual of vacation and holiday time for those employees that regularly work more than 8 hours per week. This clarifies that child care workers or very part time employees do not receive vacation or holiday time. The comment period on these policy changes will be 60 days from publication in the Newsletter, at which time submitted comments will be brought to CSS for discussion and review. If you would like to comment on the proposed policy changes, please contact Adrian Bishop (aadrianfpt@gmail.com) or David Pruitt (davidburtonpruitt@gmail.com), co-clerks of CSS.

303	Vacation Leave
Effective Date:	02/15/05
Revision Date:	03/19/08; 07/15/20

Full-time employees earn vacation leave immediately upon employment and accumulate 150 hours (20 days) of vacation leave annually. Part-time employees who regularly work more than eight hours per week earn vacation leave after three months of employment. Part-time employees earn vacation hours at a rate based on the percentage of a full week they normally work. For example, a part-time employee working 20 hours per week earns 80 hours of vacation leave annually ($20 / 37.5 \times 150$).

Vacation leave may not be used during the first two (2) months of employment.

Up to one-half of earned but unused vacation leave may be carried forward to the next calendar year after the year in which it was earned. For example, if an employee earns 150 hours of vacation leave annually, up to 75 unused hours may be carried forward. Any additional unused vacation leave will be forfeited at the end of the year.

Upon separation from Stony Run, payment will be made for current accumulated annual leave, up to a maximum of one-half the hours earned in a year. If employment ends before the completion of six months of employment, no compensation for vacation leave will be given.

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305	Holidays
Effective Date:	02/15/05
Revision Date:	03/19/08; 07/15/20; 2/25/23

Stony Run grants paid holiday time off to all employees who regularly work more than ~~five~~eight hours per week. Full-time employees are eligible for holiday pay immediately upon employment, and part-time employees become eligible for holiday pay after three months of continuous employment with Stony Run. To receive holiday pay, an employee must be on the payroll the day preceding and the day following a holiday. "Holiday pay" means the employee's straight-time hourly pay rate (as of the date of the holiday) times the number of hours normally worked per day.

Stony Run's holidays are as follows:

New Year's Day (January 1)

Martin Luther King, Jr. Day (third Monday in January)

Presidents' Day (third Monday in February)

Memorial Day (last Monday in May)

Juneteenth (June 19)

Independence Day (July 4)

Labor Day (first Monday in September)

Thanksgiving (fourth Thursday in November)

Christmas Eve and Christmas Day (December 24-25)

On the day after Thanksgiving, the Stony Run office will be closed and staff will work remotely.

When a holiday falls on a Saturday, the preceding Friday will be observed. When a holiday falls on a Sunday, the following Monday will be observed.