**Personnel changes recommended by Auditors**

**Personnel Policies and Procedures**

**11.13.03** at the conclusion of each work week the employee shall sign their time card acknowledging that the number of hours worked is correct. The Supervisor will round up the total hours to reflect a whole number, not to exceed 40 hours.

**11.21.01** the District shall establish an accrued sick day schedule and conditions of their use. Sick days may not be taken prior to being accrued.

**11.21.07** This section will be **DELETED** as it is addressed by 11.21.02

(Sick leave may be accumulated up to a total of 30 days)

**District Manager Vacation, Sick, and Holiday Time**

**Section 11:**

Employee shall earn 200 hours of vacation time each year, prorated over each pay period. Employee shall earn 13 days of sick time each year, prorated over each pay period. The salary received by Employee, as stated in Section 5 herein, is inclusive holiday time that is paid on the holiday schedule annually adopted by the Board. ***The Employee shall be permitted to carry over past the end of each fiscal year an amount not to exceed 200 hours of vacation time and 13 days of sick time per year.*** The Employee shall be permitted to carry over any unused and accumulated vacation and sick days. In the event the Employee shall leave the employ of the District by resignation of removal, Employee shall be entitled to compensation for all days of vacation and sick time credited to Employee.