***TEMPORARY EMPLOYEE*:** An employee, hired for less than six (6) months on either a full-time or part-time basis. Temporary employees are not eligible for annual leave, health or disability insurance, retirement benefits, holiday pay, or in-house preference for employment. All temporary employees who have been employed with the Board for ninety (90) days and have worked at least two hundred and forty (240) hours will accrue one (1) hour of sick leave for every 30 hours worked.

***Administrative Leave*:** The Executive Director may grant administrative leave for, but not limited to, the following: (1) up to three (3) days for attendance by an employee at a funeral for a member of the employee’s immediate family (spouse, domestic partner, child, parent, grandparent, grandchild, aunt and uncle, niece and nephew, brother, sister, mother-in-law and father-in-law, brother or sister-in-law); (2) absences from work caused by severe weather.