

the case of an employee assigned for less than 5 days a week, the half pay when added to the full pay shall not exceed that proportion of 100 days which the number of days he/she is employed per week bears to five. Whenever the accumulated full pay equals 100 days or more, or the equivalent for employees assigned for less than 5 days a week, no half-pay allowance shall be made.

Adopted 06-19-74
Amended 01-14-76

- C. Full-time illness, injury, or quarantine benefits must be used before half-day benefits may be used.
- D. If an employee receives pay because of illness, injury or quarantine on either side of a holiday for which he/she qualifies for holiday pay, he/she shall receive holiday pay for the holiday period and the days of the holiday shall not be considered as days of illness or injury leave.

In case a holiday occurs on the first day of the employee's assignment, he/she receives pay because of illness, injury, or quarantine on the first day of his/her assignment following the holiday, the holiday shall not be considered as a day of illness or injury leave. In case a holiday occurs on the last day of the employee's assignment, and he/she receives pay because of illness, injury, or quarantine the last of his/her assignment preceding the holiday, the holiday shall not be considered as a day of illness or injury leave.

- E. No lump-sum payment for any unused accumulated illness, injury or quarantine allowance shall be made to an employee upon separation from service.
- F. An employee who is absent on account of illness, injury, or his/her own quarantine shall be required to sign, on a form provided, a statement that such absence was due to illness, injury or quarantine. Such form shall be approved for payment by the

Adopted 06-19-74