

TO: Board of Education, Chippewa Falls Area Unified School District
 RE: Executive Summary of Employee Handbook Changes/Updates
 FOR: Board Meeting on May 18, 2017

Section II	Old Language/deletions	Updated Language/additions
Page 34	No Previous Language in the Handbook	Facilities staff required to report for work during inclement weather will be awarded up to two snow days if school is cancelled due to inclement weather, to be used between June 15 th and August 15 th each year with advance notice and supervisors prior approval. If facilities staff have already arranged to have the actual snow day off, they will be given back any previous requested time off and the snow day will be entered on the actual snow day.
Page 39	No Previous Language in the Handbook	<p>Unpaid Time Off</p> <p>The Mega Result, along with our Mission and Values promote high quality instructions for maximum learning and achievement. It is imperative for all staff to be in their school buildings with our students to maximize learning and student achievement. Therefore, staff may be permitted up to three unpaid days off per fiscal year, which is above and beyond personal leave, unless during an approved leave of absence such as but not limited to FMLA Leave. Unpaid leave of absences need to be pre-approved by both supervisor and Director of HR.</p>
Page 67	<p><u>Years of Service Through Year Five (5)</u> Twelve-month employees receive ten (10) days of vacation per full year. Vacation accruals are pro-rated, as needed, so eleven-month employees who work the full eleven months receive nine and one-half days of vacation. (5/6 or .83 of a day x 11 full months worked, rounded to the nearest half-day).</p> <p><u>Years of Service Six (6) Through Ten (10)</u> Twelve-month employees receive fifteen (15) days of vacation per full year. Eleven-month employees receive thirteen and three-quarters (13.75) days of vacation. (1.25 days x 11 full months, rounded as needed).</p>	<p>Years of Continuous Service Through Year Five (5) Twelve-month employees receive ten (10) days of vacation per full year. Vacation accruals are pro-rated, as needed, so eleven-month employees who work the full eleven months receive nine and one-half days of vacation. (5/6 or .83 of a day x 11 full months worked, rounded to the nearest half-day).</p> <p>Years of Continuous Service Six (6) Through Ten (10) Twelve-month employees receive fifteen (15) days of vacation per full year. Eleven-month employees receive thirteen and three-quarters (13.75) days of vacation. (1.25 days x 11 full months, rounded as needed).</p>