

Attachment C

Non-Civil Service Employees: Full-time employees who are not Civil Service accrue vacation after 1-full year of service. You will accrue 80-hours of vacation at the rate of 6.67 hours per month until you reach your fifth anniversary date **as a full-time employee**. After you have worked 5-years for the City as a **full time employee**, you will accrue vacation at the rate of 10-hours per-month. You will not accrue vacation unless you are in a pay status.

You may carry up to 240-hours of unused vacation while you are employed by the City of Jonesboro. You may accumulate more than 240-hours of vacation in any given year, but you will forfeit any amounts greater than 240-hours on the first pay day after your anniversary date **as a full time employee**. You may be paid for up to 240-hours of accumulated vacation when your employment is terminated for any reason, you may not take vacation time before it has been accumulated.