



EL CAMINO REAL CHARTER HIGH SCHOOL

A California Distinguished School

www.echrhs.net

ADDENDUM #1 TO EMPLOYEE HANDBOOK

This written Addendum shall supersede certain language in, and become a part of, the Employee Handbook with a revised date of July 27, 2017, as follows:

6.4 Vacation Leave

The second paragraph shall be replaced with the following:

Vacation leave will be paid at an employee's base pay rate multiplied by the number of hours the employee would have worked if not absent. Unused vacation leave remaining at the end of the year will be carried over to the following year. Vacation days may be carried over up to one-and-a-half times the annual rate; when the maximum is reached, vacation days will no longer accrue until vacation time is used. When some vacation is used, vacation compensation will begin to accrue again. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap.

6.5 Sick Leave

The fourth paragraph shall be replaced with the following:

Employees cannot use paid sick leave until the ninetieth (90th) calendar day following the employee's start date. Full-pay sick leave benefits must be used before available half-pay benefits may be used. No employee will receive pay in lieu of sick leave under any circumstances, and employees will not be paid for any accrued but unused sick leave upon separation from employment. In the event that a holiday occurs during an employee's sick leave, that day will be paid as holiday time off instead of sick leave.