

**ADJUSTED VACATION LEAVE FOR CLASSIFIED
EXTRA TIME AND EXTRA DAYS**

Extra Time - A part-time classified monthly employee may be assigned to work hours in excess of his/her regular daily schedule up to a total of eight hours per day on the first through the fifth day of the employee's workweek.

Extra Days - A part-time or full-time classified monthly employee employed for fewer than 12 months may be employed for extra days beyond the regularly assigned work year.

At the end of each month, the vacation leave entitlement of each employee working extra time or extra days will be increased on the basis of the actual hours worked in excess of the regular assignment, excluding overtime.