

## **ADMINISTRATIVE TIME**

In addition to the thirteen (13) established holidays, all full-time employees working at least 1,500 hours per fiscal year are eligible for paid Administrative Time during periods established by the Board of Trustees determined to be mandatory such as; holiday time, seasonal lull or a deemed required company closure. Financial compensation will not be provided in lieu of this time and is not considered calculable towards accrued time and/or eligible toward employee buyouts. For the calendar year 2018, the following days are determined to be Administrative Time: Dec 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup> and 31<sup>st</sup>.