



410 South Commercial Street • Neenah, WI 54956 • Tel: (920) 751-6800 • Fax: (920) 751-6809

## MEMORANDUM

TO: Board of Education  
Dr. Mary B. Pfeiffer, District Administrator

FROM: Victoria L. Holt, Assistant District Administrator of Human Resources & Central Services

DATE: June 13, 2013

RE: **2013-14 Employee Policy Manual**

*VLH*

The Board of Education reviewed the proposed 2013-14 Employee Policy Manual at the June 4, 2013 meeting. Administration is recommending one (1) additional change to the 2013-14 Employee Policy Manual.

### 5. ABSENCES/LEAVES

Vacation (page 6) - Support Staff:

**H. Twelve (12) month support staff employees will receive credit for each year of service when calculating vacation. Nine (9) month employees transitioning to a twelve (12) month position will receive one (1) year credit for each nine (9) month/year of experience.**

Please bring your 2013-14 Employee Policy Manual to the June 18, 2013 meeting.

Administration is recommending that the Board of Education approve the 2013-14 Employee Policy Manual as proposed at the June 4, 2013 meeting, including the additional language above for Support Staff vacation calculation.

I will be in attendance at the June 18, 2013 Board of Education meeting to answer any questions from Board members.

smf