

Item 5 Benefits Worksheet

PROGRAM ADMINISTRATION SCALE

When a center separates sick/personal days and vacation days this worksheet may help you determine the ratings for 1.2-7.2 and 1.3-7.3:

Employees	Sick/Personal Days	Eligible for sick/personal days w/in the 1 st year?
Part-time		<input type="checkbox"/> Yes <input type="checkbox"/> No
Full-time		<input type="checkbox"/> Yes <input type="checkbox"/> No
Rating	If either receive less than (<) 6 days, credit is <i>not</i> received for indicators 1.2-7.2. If both PT and FT receive 6 or more (≥) days, other information is needed to rate the strand.	If either or both checked no, credit is <i>not</i> received for indicators 1.2-7.2

Employees	Greater than or equal to (≥) 6 Holidays	Vacation Days 1 st Year	Eligible for vacation days w/in the 1 st year?	Vacation Days ____ Year/s	Vacation Days ____ Year/s	Vacation Days ____ Year/s
Part-time	<input type="checkbox"/> Yes ____ <input type="checkbox"/> No	____ + ____ (extra holidays) = ____	<input type="checkbox"/> Yes <input type="checkbox"/> No	____ + ____ (extra hldys) = ____	____ + ____ (extra hldys) = ____	____ + ____ (extra hldys) = ____
Full-time	<input type="checkbox"/> Yes ____ <input type="checkbox"/> No	____ + ____ (extra holidays) = ____	<input type="checkbox"/> Yes <input type="checkbox"/> No	____ + ____ (extra hldys) = ____	____ + ____ (extra hldys) = ____	____ + ____ (extra hldys) = ____
Rating	If either or both are checked no, credit is <i>not</i> received for indicators 1.3-7.3 If more than 6 paid holidays are available to <i>both</i> full-timers and part-timers, any days above 6 are considered extra holidays and can be counted as vacation days.	If <i>either</i> receive less than 5 days, credit is not received for indicators 1.3-3.3. If both PT and FT receive 6 or more days, other information is needed to rate the strand.	If either or both are checked no, credit is <i>not</i> received for indicators 1.3-3.3			