



Rio Salado Sportsman's Club, Inc. Policies and Procedures

Policy and Procedures # 09 – Employee Benefits

This policy describes employee benefits. It applies only to full time (40 hours/week) employees. It does not apply to the Range Manager who is covered by a separate agreement, to part time, or to seasonal employees, or contractors.

1. Employees will receive 40 hours leave after one full year of employment, and 80 hours after three full years of employment. Leave must be used in the year earned, and cannot be saved. Leave not used by the employee's anniversary date of employment will be forfeited. If the employee stops being employed for other than cause, he or she may be paid for the leave not used. If an employee has a break in employment, then a new anniversary date begins if reemployed. Leave may not be advanced. Any time off in excess of the authorized leave time will be in a without pay status. Leave must be scheduled at least 30 days in advance unless there is an emergency. The Range Manager is the record keeping and approving official for all leave.
2. Employees will receive 5 days (40 hours equivalent) sick leave a year, beginning 90 days after their beginning a full time position. Sick Leave will be earned at the rate of 1 day (eight hours) per month after 90 days until the limit is reached. The sick leave year is based on the employee's anniversary date. If an employee has a break in employment, then a new anniversary date begins if reemployed. Leave may not be advanced. Any time off in excess of the authorized sick leave time will be in a without pay status. Sick leave may be used for any health matter, including Doctor's appointments. Sick leave may not be saved from year to year, or sold back if not used. The Range Manager is the record keeping and approving official for all leave.
3. This Amended Policy and Procedure cancels Policy and Procedure #09 dated 15 November, 2006.

Signed as Amended and Approved by the Board of Directors: John Martin
Secretary, RSSC Date