

APPENDIX B-VACATION ACCRUAL

APPENDIX C-COMMUNICABLE DISEASE

APPENDIX D-100 DAY OR FIVE-MONTH RULE (Medical/Industrial Absence)

APPENDIX B – VACATION ACCRUAL

Vacation Computation and Accrual Schedule

Years of Service	Months of Service	Annual Accrual Days	Monthly Accrual Days	Monthly Accrual Hours
1	0 - 12	10	.833	6.67
2 - 4	13 - 48	12	1.000	8.00
5 - 9	49 - 108	16	1.333	10.67
10 - 14	109 - 168	18	1.500	12.00
15 - 19	169 - 228	20	1.667	13.33
20+	229+	21	1.750	14.00

Hours worked Per Day	%	Monthly Accrual Hours Based on Years of Service					
		1	2-4	5-9	10-14	15-19	20+
8	100.00	6.67	8.00	10.67	12.00	13.33	14.00
7.5	93.75	6.25	7.25	10.00	11.25	12.50	13.13
7	87.50	5.84	7.00	9.33	10.50	11.67	12.25
6.5	81.25	5.42	6.50	8.67	9.75	10.83	11.38
6	75.00	5.00	6.00	8.00	9.00	10.00	10.50
5.5	68.75	4.59	5.50	7.34	8.25	9.16	9.63
5	62.50	4.17	5.00	6.67	7.50	8.33	8.75
4.5	56.25	3.75	4.50	6.00	6.75	7.50	7.88
4	50.00	3.34	4.00	5.34	6.00	6.67	7.00
3.5	43.75	2.92	3.50	4.67	5.25	5.83	6.13
3	37.50	2.50	3.00	4.00	4.50	5.00	5.25

**APPENDIX C – COMMUNICABLE DISEASE
HEALTH AND SAFETY
COMMUNICABLE DISEASE PREVENTION**

AMEBIASIS: Diarrhea caused by a parasite; this illness may require restriction* by the Public Health Department

What are the symptoms? Diarrhea, stomach cramps, or stomach pain.

How is it spread? Eating or drinking contaminated food or water. Handling items contaminated with the feces of an infected person.

When do symptoms start? Usually 1 to 4 weeks after exposure to the parasite.

Need to keep child home? All children less than 5 years old will be restricted* from group care. This restriction also includes children greater than 5 years old who wear diapers.

Return to school/childcare? Children may return when cleared by the Public Health Department. School age children that are not restricted* may return to school when symptoms have resolved.

CAMPYLOBACTER: A bacteria that causes diarrhea

What are the symptoms? Diarrhea that may be bloody, stomach pain, fever, nausea and/or vomiting.

How is it spread? Eating or drinking contaminated food or water. Handling items contaminated with the feces of a person or animal that has this illness.

When do symptoms start? 1 to 10 days after exposure to the bacteria.

Need to keep child home? Children with this illness may return to school/childcare when symptoms have resolved.

CHICKENPOX: A viral illness with a rash

What are the symptoms? Fever, irritability, and an itchy rash. The rash looks like small blisters that first appear on the body, then on the face.

How is it spread? Chickenpox is easily spread from person to person, either by direct contact with the blisters of an infected person, or by breathing in air near an infected person. People who have been vaccinated are less likely to become ill or may have only mild illness.

When do symptoms start? 2 to 3 weeks after exposure to the virus.

Need to keep child home? Yes.

Return to school/childcare? Children may return to school/childcare 7 days after onset of rash and if all blisters have scabs.

E. COLI 0157:H7: A bacteria that causes diarrhea; this illness may require restriction* by the Public Health Department

What are the symptoms? Bloody diarrhea and stomach cramps.

How is it spread? Eating or drinking contaminated food or water. Ill persons handling food, or persons changing diapers of an ill child who do not wash their hands well may also spread the infection.

When do symptoms start? 2 to 10 days after exposure to the bacteria.

Need to keep child home? All children less than 5 years old will be restricted* from group care. This restriction also includes children greater than 5 years old who wear diapers.

Return to school/childcare? Children may return when cleared by the Public Health Department. School age children that are not restricted* may return to school when symptoms have resolved.

***Restriction and Clearance:** Restriction is defined as removing the child from group care until they are no longer infectious. Clearance means that the child's feces are tested at the Public Health Laboratory to document that the bacteria or parasite is no longer present.

GOOD HAND WASHING BEFORE PREPARING OR EATING FOOD AND AFTER USING THE TOILET OR CHANGING DIAPERS PREVENTS SPREAD OF THESE DISEASES

FIFTH DISEASE: A mild viral infection with a rash

What are the symptoms? Fever, headache, red rash on the face that looks like slapped cheeks.

How is it spread? Direct contact with the mucous or saliva from the nose and throat of an infected person.

When do symptoms start? 4 to 20 days after exposure to the virus.

Need to keep child home? No, unless child is unable to participate in activities.

Return to school/childcare? Children may return to school/childcare when they can fully join in group activities.

GIARDIA: A parasite that causes diarrhea

What are the symptoms? Greasy foul smelling diarrhea, stomach pain or bloating.

How is it spread? Eating or drinking contaminated food or water. Handling items contaminated with the feces of an infected person.

When do symptoms start? 1 to 4 weeks, usually 7 to 10 days, after exposure to the parasite.

Need to keep child home? All children 5 years old and under may return to group care when symptom free for at least 48 hours and on treatment if indicated.

***Restriction and Clearance:** Restriction is defined as removing the child from group care until they are no longer infectious. Clearance means that the child's feces are tested at the Public Health Laboratory to document that the bacteria or parasite is no longer present.

GOOD HANDWASHING BEFORE PREPARING OR EATING FOOD AND AFTER USING THE TOILET OR CHANGING DIAPERS PREVENTS SPREAD OF THESE DISEASES

HAND, FOOT & MOUTH DISEASE: A common viral illness caused by the coxsackievirus

What are the symptoms? Sudden onset of sore throat, pain, fever, headache, runny nose, and cough; followed by blister-like lesions in the mouth, and on the hands and feet.

How is it spread? Droplets from an infected person who is coughing or sneezing. Direct contact with the nose and throat discharges and feces of infected people.

When do symptoms start? 3 to 5 days after exposure to the virus.

Need to keep child home? No, unless child is unable to participate in activities.

HEAD LICE: Tan colored insects that feed on blood from the scalp.

What are the symptoms? Itching of the scalp and/or neck.

How is it spread? Direct contact with the hair of infected people. Sharing combs, brushes, hats, blankets, or sheets. Storing contaminated items with clean items.

When do symptoms start? 1 to 5 days after exposure to infected persons or contaminated items.

Need to keep child home? Yes, at end of the program or school day.

Return to school/childcare? Children may return to school/childcare after treatment is completed.

IMPETIGO: A common skin infection caused by streptococcal or staphylococcal bacteria

What are the symptoms? Itching, draining or crusting sores, often on the face, but may be anywhere on the body.

How is it spread? Through direct contact with the wounds or sores of an infected person or from contaminated surfaces.

When do symptoms start? 4 to 10 days after bacteria attach to the skin.

Need to keep child home? Yes.

Return to school/childcare? Children may return to school/childcare after 24 hours of antibiotic treatment.

PINK EYE: A viral or bacterial infection of the eye

What are the symptoms? Red or pink, itchy, painful, swollen, watery eye(s). Yellow or green discharge may also be present.

How is it spread? Touching eyes with hands contaminated by discharge from an infected person's eye or nose.

When do symptoms start? 24 to 72 hours after exposure to the virus or bacteria.

Need to keep child home? Yes, if yellow or green discharge present.

Return to school/childcare? Children may return to school/childcare after 24 hours of treatment.

PINWORMS: Small, white threadlike worms that live in the large intestine

What are the symptoms? Itching and irritation around the anal and genital area.

How is it spread? Transfer of pinworm eggs from anus to hands, and then to mouth. Contact with contaminated clothing, bedding, or toys.

When do symptoms start? 2 to 6 weeks after exposure to an infected person or contaminated items.

Need to keep child home? No, unless child is unable to participate in activities.

RINGWORM: A fungal infection affecting the body, feet, or scalp

What are the symptoms? Flat, circular lesions on skin and/or scalp.

How is it spread? Through direct skin-to-skin contact or indirect contact with contaminated items such as combs, brushes, or clothing.

When do symptoms start? 4 to 14 days after exposure to the infected person or contaminated items.

Need to keep child home? Yes.

Return to school/childcare? Children may return to school/childcare once treatment is started.

ROSEOLA INFANTUM: A viral infection with a rash

What are the symptoms? Fever (often high) and a red, raised rash.

How is it spread? Direct contact with the mucous or saliva from the nose or throat of an infected person.

When do symptoms start? 5 to 15 days after exposure to the virus.

Need to keep child home? No, unless child is unable to participate in activities.

Return to school/childcare? Children may return to school/childcare after fever disappears and when they can fully join in group activities.

SALMONELLA: A bacteria that causes diarrhea.

What are the symptoms? Diarrhea, stomach cramps, fever, nausea or vomiting.

How is it spread? Eating or drinking contaminated food or water. Ill persons handling food, or persons changing diapers of an ill child who do not wash their hands well may also spread the infection.

When do symptoms start? 6 to 72 hours after exposure to the bacteria.

Need to keep child home? Children with this illness may return to school/childcare when symptoms (diarrhea, nausea, vomiting, fever, or abdominal pain) have been resolved for at least 24 hours.

SCABIES: A mite infestation of the skin

What are the symptoms? Itchy rash around the fingers, wrists, elbows, underarms, waist, thighs, or ankles.

How is it spread? Person to person contact. Sharing of bedding, towels, or clothing.

When do symptoms start? A few days to 6 weeks after exposure to an infected person or contaminated items.

Need to keep child home? Yes.

Return to school/childcare? Children may return to school/childcare after treatment is completed.

SCARLET FEVER: A disease caused by group A streptococcus bacteria

What are the symptoms? Fever, sore throat, plus a fine red rash on the face and body.

How is it spread? Through direct contact with mucous from the nose or throat of an infected person.

When do symptoms start? 1 to 3 days after exposure to the bacteria.

Need to keep child home? Yes.

Return to school/childcare? Children may return to school/childcare after 24 hours of antibiotic treatment.

SHIGELLA: A bacteria that causes diarrhea; this illness may require restriction* by the Public Health Department

What are the symptoms? Diarrhea that may contain blood or mucus; fever or stomach pain.

How is it spread? Eating or drinking contaminated food or water. Ill persons handling food, or persons changing diapers of an ill child who do not wash their hands well may also spread the infection.

When do symptoms start? 1 to 7 days after exposure to the bacteria.

Need to keep child home? All children less than 5 years old will be restricted* from group care. This restriction* also includes children greater than 5 years old who wear diapers.

Return to school/childcare? Children may return when cleared by the Public Health Department. School age children that are not restricted* may return to school when symptoms have resolved.

***Restriction and Clearance:** Restriction is defined as removing the child from group care until they are no longer infectious. Clearance means that the child's feces are tested at the Public Health Laboratory to document that the bacteria or parasite is no longer present.

GOOD HANDWASHING BEFORE PREPARING OR EATING FOOD AND AFTER USING THE TOILET OR CHANGING DIAPERS PREVENTS SPREAD OF THESE DISEASES

STREP THROAT: A disease caused by group A streptococcus bacteria

What are the symptoms? Fever, sore throat and occasionally stomach pain.

How is it spread? Through direct contact with mucous from the nose or throat of an infected person.

When do symptoms start? 1 to 3 days after exposure to the bacteria.

Need to keep child home? Yes.

Return to school/childcare? Children may return to school/childcare after 24 hours of antibiotic treatment.

VIRAL GASTROENTERITIS (in 2 or more children in a classroom or area): Also known as "stomach flu", it is a diarrheal illness caused by a virus, commonly noroviruses, rotaviruses, adenoviruses, sapoviruses, or astroviruses.

What are the symptoms? Diarrhea, vomiting, stomach cramps, poor appetite, headache, or fever.

How is it spread? Handling items or touching surfaces contaminated with the virus. Eating or drinking contaminated food or water.

When do symptoms start? Usually 24 to 48 hours after exposure to the virus.

Need to keep child home? Children with this illness may return to school /daycare 24 hours after symptoms have resolved.

The spread of viral gastroenteritis can be prevented by taking these steps:

- Frequently wash your hands, especially after toilet visits and changing diapers and before eating or preparing food.
- Thoroughly clean and disinfect contaminated surfaces immediately after an episode of vomiting or diarrhea by using a bleach-based household cleaner.
- Immediately remove and wash clothing or linens that may be contaminated with virus after an episode of vomiting and diarrhea (use hot water and soap). Flush or discard any vomitus and/or stool in the toilet and make sure that the surrounding area is kept clean.

**APPENDIX D – 100-Day or Five-Month Rule
Medical/Industrial Absence**

<u>MED</u>	<u>IND</u>	
X	X	1. Each classified employee is entitled to 100 days during the course of any one fiscal year (July through June).
X	X	2. The 100 days refers only to actual workdays and paid sick leave (not holidays, vacation, or compensatory time).
X	X	3. The 100 days do not have to be consecutive or for any one illness/injury. They are cumulative for the fiscal year.
X	X	4. The 100 days starts on the first day a person is sick within the fiscal year.
X	X	5. If an individual has more than 100 days of unused sick leave, he or she will stay in paid status until all unused sick leave is exhausted.
	X	6. There are a maximum of 60 working days of industrial accident/illness for each injury. These 60 days are not deducted from sick leave; however, they are included within the total of 100 days.
X	X	7. If the 100 days paid leave is not exhausted at the end of a fiscal year, the employee will obtain a new 100 days.
	X	8. Industrial absences that have not passed the 60-day maximum do not start another 60 days at the beginning of the new fiscal year.
X	X	9. If an employee has both medical and industrial in one fiscal year, they will both be computed together toward the 100 days.
X	X	10. An individual on paid leave shall exhaust all paid time prior to placement on an unpaid leave or on 39-month re-employment list.
X	X	11. The 39-month reemployment begins on the 101st day. Exception: If an employee is granted an unpaid leave and is still unable to return to work, he/she is placed on 39-month reemployment effective the day after the unpaid leave expires.
X	X	12. The employee on 39-month reemployment list can purchase medical benefits under COBRA.
X	X	13. An individual who is placed on a 39-month reemployment list would have a right upon ability (with doctor's release) to return to the first vacancy in the classification after laid-off employees.
X	X	14. Once the employee is placed on a 39-month reemployment list, the position may be filled permanently.