



# Ask SSG

Next Issue:  
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January - February 2006

## SSG'S VACATION LEAVE POLICY

Revised 2/06



**Regular Full-Time** employees accrue paid vacations in accordance with the following policy. Initial and final accruals will be pro-rated. For non-exempt full-time employees occasionally earning less than 40 hours per week, accruals will be pro-rated.

*Vacation request must be submitted at least two (2) weeks before requested leave date.*

Yrs. of Service	Days Per Yr.	Hours Accrued per Pay Period
Introductory Period	0 days	0
End of Intro - Year 1	6 days	4
2	12 days	4
3	15 days	5
4	15 days	5
5	18 days	6
6+	21 days	7

*USE FORM # 101, PERSONNEL ACTION SHEET*

**Part-Time** staff employed 50 % to 97.5 % time (20 to 39 hours per week) shall accrue pro-rated vacation based upon the number of hours they are regularly scheduled to work.

Supervisors have the authority to deny accrued vacation requests due to necessary work operations, although Supervisors will make every effort to grant vacation requests. In cases where employees are denied a vacation request but are already at the maximum number of days of accrual, an employee may receive paid compensation for the equivalent of the total denied vacation days, with a maximum of ten (10) days per calendar year. All vacation requests that fall in this category must be made in writing and in advance and are not retroactive.

**Ineligible Employees** Introductory or temporary employees, staff employed less than 50% time of FTE (20 hours per week) and staff earning less than 40 hours per pay-period are not entitled to paid vacation time. Ineligible employees may request leave without pay.

If a recognized regular holiday falls within an employee's vacation period, an extra day is added to his/her leave time. While on scheduled vacation leave, illness may be chargeable to accrued sick leave only with proof of illness attached to time sheet. Employees may not utilize accrued sick leave to extend any scheduled vacation leave. Improper use of sick leave in lieu of vacation leave will result in disciplinary actions.

**Non-exempt employees** may take vacation leave by the week, day, or hour. **Exempt employees** may take vacation by the week, day, or partial day. The maximum number of days of vacation at any one time is ten (10) days, unless approved by the Supervisor and Division/Program Director. It is the Supervisor's responsibility to verify available hours. The Human Resources Department can inform you of current available hours.

*Requests for additional leave without pay may be made to one's Supervisor, but must be approved in advance by the Supervisor and Executive Director.*

SSG encourages employees to take vacation on an annual basis. In cases where scheduling is not possible, vacation balances will be carried from one year to the next for a maximum of 21 days (168 hours) which includes the current annual accrual total. For example, a staff member who has 3 years of services may carry his or her accrued 15 days (120 hours) balance from one year to the next, but he or she stops accruing vacation after 21 days (168 hours) are accrued. To continue accruing vacation as scheduled, the staff member must periodically take vacation to keep his or her accrual total fewer than 21 days (168 hours).

For eligible staff, all unused accrued vacation is paid at the time of termination. Vacation requests during the employee's last two (2) weeks of work will not be approved. Any unused accrued vacation can not be used artificially to extend an individuals active employee status. Staff who leave the Agency before completing the introductory period are not entitled to any accrued vacation.

If time sheet(s) are due within an employee's approved vacation leave, s/he must prepare their time sheet(s) in advance and submit to their Supervisor for approval. Late submissions may delay an employee's paycheck.

Based upon provisions of Agency contracts and funding sources, exceptions to this policy may be made.



PLEASE RECYCLE

## PROGRAM NEWS & SSG HIGHLIGHTS

### Census Data & Geographic Information Services

CD&GIS co-sponsored an exhibit that *documents the living and working conditions of street vendors in East Los Angeles*. The exhibit was held in Gallery 727 starting last December for six weeks. It is a culmination of a community-based research project with students from Los Angeles Trade Tech College and Roosevelt High School, who learned research skills from workshops conducted by CD&GIS and other project partners. The exhibit featured photographs, GIS maps and oral histories by these students. More than 100 people attended the opening night on Dec. 17, 2005. This project was funded by the California Council for the Humanities, California Story Fund.



Cheryl Branch

### Congratulations

Cheryl A. Branch, SSG Community Development Director was selected to participate in the *Communications Leadership Institute* in Washington D.C. This "by invitation only" leadership training was made possible by a generous grant from the David and Lucille Packard Foundation to FIC partner, Los Angeles Metropolitan Churches. During the 9-month training beginning in March 2006, Ms. Branch will learn from top communications professionals and national nonprofit leaders cutting edge technology on being a leader in the 21st Century era of nonprofit management, administration and fundraising. SSG is very proud of Cheryl as only a few nonprofit executives nationally are admitted to the competitive program. Way to Go Cheryl!!!



### Older Adults Program

*Are you a caregiver?* At a recent caregiver training it was shared that most adult children & family members notice the signs of aging in parents & elderly relatives over the holidays.

What should you do if you noticed changes in your elderly family members? Contact **SSG/Older Adults Program**, staff can answer your questions and provide services ranging from in-home case management, referrals, and support services for care providers.

Our hope is that appropriate services will help our older adults remain safe and comfortable in their homes & continue to participate in many celebrations to come. For additional information, please contact the OAP at (213) 553-1884.

### Asian Pacific AIDS Intervention Team

**API Equality-LA** a coalition made up of LGBT and non-LGBT allied organizations and activists, which includes **APAIT**, marched for the first time this year in the Chinatown Lunar New Year Parade. It is an historic event to have an LGBT contingent included in the parade.



APAIT's contingent of staff, volunteers and allies

**March 10th** will mark the observance of the first annual **Women and Girls HIV/AIDS Awareness Day**. The purpose is to raise awareness on the increasing impact of HIV/AIDS transmission on women and girls. For more info, contact **Lillian Chu**, APAIT Women's Health Educator at 213-553-1849 or [lillianc@apaitonline.org](mailto:lillianc@apaitonline.org).

**March 23-24, 2006**

### *Pride in Practice: Shaping a New Agenda for African Americans in Treatment*

African American Alcohol and Other Drug Council of Los Angeles County (AAAOD) is co-sponsoring this statewide training and networking event at Proud Bird Conference Facility (11022 Aviation Blvd., Los Angeles, CA).

This two-day conference focuses on promising strategies that improve treatment outcomes and promote resiliency for African Americans, their families and communities. Visit the website at [www.getontrack.org](http://www.getontrack.org) for future developments and details on this event, or call **ONTRACK Program Resources, Inc.** at (916) 498-0500



### Tongan Community Service Center



Support the Tongan Center by purchasing the new released **Tongan Cookbook**. The cookbook was developed by the center's Promoting Healthy Active Tongan Tots (PHATT) program and is filled with traditional Tongan recipes that emphasize the importance of the consumption of fruit, vegetables and other healthy dietary options. For more information please call **Nellie Skeen**, Interim Program Director at (310)327-7501. Suggested donation price of \$15.00 would be greatly appreciated.