

Dear Board Members,

Please **do not reply** to this email. We do not want to violate the open meeting law. I would like to discuss this during the handbook review portion of the board meeting.

On page 15 of the 2023-2024 NCA Employee handbook, you will notice that the accrual amount has changed from **3.66 to 3.67** for licensed faculty and educational support staff. This is a necessary change that gives the staff the 11 days of PTO that they have earned.

Licensed faculty and educational support staff earn 11 days of PTO each year. This is 88 hours of PTO. The previous accrual amount was incorrect.

Old accrual: There are 24 pay periods a year. $24 \times 3.66 = 87.84$ hours.
The difference between 88 and 87.84 is 0.16 hours.

New accrual: There are 24 pay periods a year. $24 \times 3.67 = 88.08$ hours.
This is .08 hours over the 11 days (4.8 minutes).

I have spoken to Dr. Wedlund about this issue. He has agreed that a one time adjustment will need to be made for employees this school year and that the accrual amount needs to change going forward.

He wanted to remove the 11 days because the true amount now is 11.01 days. ($3.67 \times 24 = 88.08$ / 8 hours = 11.01 days)

I want to make sure that the calculation that is being used is clear. That is why I would like to see a reference to the 24 pay periods added to the handbook. It could look something like [this](#).

I look forward to hearing your viewpoint at the board meeting.

Thanks,

Diane Ruday