



HANDBOOK ADDENDUM WORKSHEET

1. Contact name in the case of injury: _____

2. Probationary Period / Employment Eligibility Period: _____
 - a. Terms: _____

3. Appearance: _____
 - a. Standard: _____
 - b. Dress Code: _____

4. Care of Equipment: _____
 - a. Standard: _____
 - b. Specialized instructions: _____

5. Business Hours: _____
 - a. Number of hours in a regular work day: _____
 - b. Meal time: _____ **Paid / Unpaid**
 - c. Pay week begins: _____ **Time: _____**
 - d. Pay week ends: _____ **Time: _____**
 - e. Pay Cycle: _____ **Pay Day: _____**
 - f. Pay Place: _____ **Time: _____**

6. Holidays / Personal Days:

a. /New Years/Christmas/July 4th?Labor Day/Memorial Day/Easter

Other: _____

b. Number of Personal Days: _____

c. Reset date: _____

d. Paid requirements: _____

7. Vacation:

a. Accrual Method: _____

b. Roll over: _____

c. Reset date: _____

d. Requirements: _____

8. Jury Duty:

a. Paid / Unpaid Terms: _____

9. Voting Time:

a. Paid / Unpaid Terms: _____

10. Military & National Guard:

a. Paid / Unpaid Terms: _____

11. Smoking:

a. Areas: _____

b. Terms: _____

12. Personal Telephone calls / Mail:

a. Terms: _____

13. Funeral Leave:

a. **Paid / Unpaid**

b. **Definitions:** _____

c. **Terms:** _____

14. Absences:

a. **Conditions & Terms:** _____

15. Sick Leave:

a. **Paid / Unpaid Amount of Time:** _____

b. **Terms:** _____

Authorized Signature

Date