

SUPPLEMENT TO POSITION REQUEST

FOR STAFFING SERVICES

Between

Employment Staffing Services and the City of San Luis

List of Leave Time

Vacation

3.08 hours accrued biweekly.

Holidays

The worker shall have 10 holidays. The holiday will be observed on the day they occur unless the holiday falls on a Saturday, at which time the holiday will be observed the Friday preceding it, and if the Holiday falls on a Sunday, it will be observed the following Monday.

1. January 1, New Year's Day,
2. third Monday in January, Martin Luther King Jr./Civil Rights Day
3. third Monday in February, Lincoln/Washington Presidents' Day
4. last Monday in May, Memorial Day
5. July 4, Independence Day
6. first Monday in September, Labor Day
7. November 11, Veterans Day
8. fourth Thursday in November, Thanksgiving Day
9. fourth Friday in November, day after Thanksgiving Day
10. December 25, Christmas Day.

Sick Leave.

The Worker shall accrue sick leave at the rate of 3.69 hours biweekly.

Civic Duty Leave

1. General. Upon substantiated application, the Worker shall receive absence with pay as civic duty leave while serving as a juror, complying with a subpoena, voting, or serving as a member of a governmental board, commission, or similarly constituted governmental body.
2. Use of civic duty leave. Except for voting pursuant to A.R.S. § 16-401 or A.R.S. § 16-402 (primary elections or general elections), the Worker shall report for duty whenever the Worker's presence is not required for the civic duty, unless:
 - a. The distance to the work location would preclude timely reporting for the civic duty; or,
 - b. The Worker cannot return to work at least 1 hour before the end of the workday.

3. Appearance as a witness. The Worker when subpoenaed as a witness by any court, administrative, executive, or judicial body in this state may be absent with pay unless the testimony or evidence to be given relates to the Worker's commercial, business, or personal matters.
4. Jury duty pay. If the Worker is granted civic duty leave, when called for jury duty or subpoenaed as a witness, the Worker shall remit any monies paid to them to the Client, except for mileage allowance.
5. Membership on a public service body. If the Worker serves as a member of a governmental board, commission, or similarly constituted governmental body, the Worker may be absent with pay while performing official duties with the public service body.

Bereavement Leave

Bereavement leave is paid leave for up to 24 regularly scheduled work hours due to the death or funeral of a spouse, natural child, adopted child, foster child, stepchild, natural parent, stepparent, adoptive parent, one who functioned *in loco parentis*, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law, or daughter-in-law.

Special Requirements

1. The Client will pay ESI to cover the following expenses:

Severance

Upon termination for no cause the Worker will be paid the sum of \$31,500.00 together with any other rights to compensation or benefits to which the Worker may have under this Agreement or law. Any unused vacation time accrued shall be paid out. All sick leave credits are forfeited at termination.

Payroll Liabilities

\$13,190.50 per year (FICA, Federal and State Unemployment, Workers' Compensation, Professional Liability)

COBRA

\$16,772.52 per year (75% of COBRA). (The remaining 25% is to be paid directly to COBRA by the Worker).

2. Job Requirements
State Bar of Arizona license in good standing.