

**CARMICHAEL WATER DISTRICT
POLICY MANUAL**

POLICY 2030: Continuity

2030.10 For full time regular employees, length of continuous service with Carmichael Water District (District) will be used as the basis for determining benefits such as sick leave, vacation time, and retirement benefits.

2030.20 Continuous service with the District will start with the date of employment and will continue until one of the following occurs:

- a. An employee is discharged;
- b. An employee voluntarily terminates their employment;
- c. An employee is laid off.

2030.30 Continuity of an employee's service will not be broken by an authorized leave defined in this Policy Manual, including, but not limited to:

- a. Absence by reason of industrial disability;
- b. Authorized leave without pay pursuant to Policy 5000 – Authorized Leave;
- c. Absences governed by applicable state and/or federal law, such as military leave.

2030.40 An employee's unpaid leave of absence may impact the employee's accrual of sick leave and vacation with the District and the employee's retirement benefits under California Public Employees' Retirement System (CalPERS) rules.