



HANDBOOK ADDENDUM WORKSHEET

1. Contact name in 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 Year's/Easter/Memorial Day/July 4th/Labor Day/Thanksgiving/Christmas
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. Condition & Terms: _____

15. Sick Leave:

a. Paid / Unpaid Amount of Time: _____

b. Terms: _____

Authorized Signature

Date