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## **CRA EMPLOYEE LEAVE BENEFIT**


### **PAID TIME OFF LEAVE**

The City of Lauderhill Community Redevelopment Agency (CRA) will provide Paid Time Off Leave (PTO) for regular full-time employees. Regular full-time employees are employees who work a scheduled forty (40) hour work week. Employees will not be eligible for PTO leave until successfully completing the initial three (3) month probationary period. PTO shall be granted for ten (10) working days for all regular full-time employees per fiscal year. PTO days will not roll over to subsequent years.


The CRA will try to accommodate requested leave dates. In order to maintain a required level of service to the Districts, the dates must be authorized and approved by the CRA Director or authorized designee.

### **BEREAVEMENT**

When a death occurs in the immediate family of an employee or his/her spouse, that member shall be granted three (3) working days off to attend a funeral without loss of pay or benefits if proof of death is provided to the CRA Director or designee upon the employee's return to work. If the funeral is out of state, employees will be permitted five (5) working days off with proof of death and proof of attendance which would consist of obituary, newspaper announcement, and/or plane ticket. Documents must be presented to the immediate supervisor upon the employee's return to work.

 954-730-3041

 [www.LauderhillCRA-FL.gov](http://www.LauderhillCRA-FL.gov)

 954-730-3025

 @TheLauderhillCRA

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