1.  What is your policy on sick and/or annual leave carryover?

 If sick leave is not used for the year, the accrued days may be carried over to the next year, but leave may not exceed 120 days in one calendar year.

\*\*\*\*

Annual leave carry over 10 days; Sick leave 120 days in 1 calendar year

\*\*\*\*

All unused sick leave carries over.  Annual leave can be carried over up to 80 hours.

\*\*\*\*

Can carryover up to 240 no cash value

\*\*\*\*

Sick days are 1 a month, not carried over, not paid if leave.

\*\*\*\*

Sick Leave – carryover 420.0 hours; Vacation Leave – carryover 160.0 hours

\*\*\*\*

Sick leave cannot be carried over, only 40 hours of annual.

\*\*\*\*

No carryover; not payable at termination.

\*\*\*\*

Annual – cannot carry over more than 30 days; Sick – cannot carry over more than 60 days

\*\*\*\*

Sick leave can carryover entire balance, but is not paid upon termination of employment. Annual leave can only carry over 40 hours at end of physical year, but is paid upon termination of employment, unless terminated for good cause.

\*\*\*\*

Fulltime employees may only carry over a maximum of 500 hours of Paid Time Off  (PTO) time.

\*\*\*\*

We do not carry over sick leave. You can carry over 1 week vacation with approval.

\*\*\*\*

We earn leave monthly that is added to balance available for use.   Any leave accumulated over 2 years  is forfeited.   When employees are getting close to losing leave they are reminded of the loss date and encouraged to use leave.    We also allow employees to cash-in leave to prevent losing it.

\*\*\*\*

Carryover – Vacation = 30 days max; Carryover – sick = unlimited

\*\*\*\*

Sick can accumulate up to 200 hours.  Earn at a rate of 8 per month. Vacation can accumulate up to what one is eligible for in  a year.  If one goes over they lose that.

\*\*\*\*

We don't get sick leave or annual leave carryover

\*\*\*\*

VACATION CARRY OVER-160 HRS MAX (ACCRUE 80/YR);  SICK-NO LIMIT CARRY OVER (DO NOT GET PAID FOR WHEN YOU LEAVE EMPLOYMENT)

\*\*\*\*

Sick leave is accumulated at the rate of 8 hours per month as long as employment is continued and is forfeited upon separation.  Employees are allowed to carry 40 hours on annual leave into the next fiscal year and are paid for hours that exceed 40 which were not used in the fiscal year in which they are earned.

\*\*\*\*

Employees are allowed to carry-over sick time up to a max of thirty days.  Vacation leave is not carried over. (Use it or Lose it)

\*\*\*\*

They can carry over 240 hours (30 days) of each – any more than that is lost at the end of the year.

\*\*\*\*

Sick:  30 Days can be carried over. Earn 8 hours per month.  After 30 days is accumulated the employee gets paid for anything over 30 days in December. Vacation:  No carry over without board permission.

\*\*\*\*

Maximum vacation accrual shall be one and one-half times the employee’s current accrual rate. If sick leave is not used for the year, the accrued days may be carried over to the next year, but leave accrued may not exceed 4 weeks.

\*\*\*\*

Sick time is carried over and allowed to accrue incase of a major surgery or illness. Annual leave or vacation time is not.  Unused sick time is not paid at the end of employment.

\*\*\*\*

No carry-over on sick leave; use annual before the end of the year

\*\*\*\*

Sick time can be carried over up to 240 hours.  Annual leave can not be carried over.

\*\*\*\*

We carry over 10 days annual leave  each year and can accrue up to 90 days sick leave.

\*\*\*\*

Carryover is up to 300 hours, anything over this amount not used by the end of the fiscal is lost.

\*\*\*\*

Can carryover up to 240 hrs vacation, 240 days sick, we don’t pay sick when you leave.

\*\*\*\*

Employees can carry over all unused sick leave and up to 2 weeks of accrued vacation.

\*\*\*\*

Annual (Vacation) Leave:  All standard employees shall accrue  8 hours of annual leave for each full month worked up to a total of 12 days per year.  Standard employees can carry 112 hours of vacation from year to year; anything over 112 is marked  off at the 1st of January at the start of the new year.  All unused vacation time is paid to employees upon voluntary separation from employment.

Sick Leave:  All standard employees shall accrue 8 hours of sick leave for each full month worked up to a total of 12 days per year.  Standard employees can carry 720 hours of sick time from year to year; anything over 720 hours is marked off at the

1st of January at the start of the new year.  Unused sick leave is only paid upon retirement at age 65 or older.

When evidence of abuse of sick leave exists, the supervisor may require an attending physician’s certificate for the amount of sick leave used.

Employees must give notice of absence due to illness, injury, or any other unexpected reason to their supervisor no later than 7:45 am on the first day of absence and on each succeeding day of absence, except in cases of hospitalization.

Failure to give notice required may result in the employee being placed on absence without leave and without pay, and subject to disciplinary action.

\*\*\*\*

Sick leave carries over but you will not get paid for sick leave if you leave employment  vacation must use half then can only get paid for half before the end of the year or lose it

2.  Are you using a company other than The Work Number/Equifax for your upfront income verifications for applicants?

No one responded that they were using a comparable upfront work verification source.

3.  Do you send verification forms to former landlords of all applicants?  If not, how do you check landlord references?  Do you house or not house if there is no response from the landlord?  (a member is having trouble getting former landlords to respond)

Yes, we send landlord verifications to all previous landlords (or collect info over the phone).  I have only housed one tenant without a receiving a landlord verification back, but so far, there have been no problems.  We almost have to handle it this way sometimes because we need the tenants to move in so quickly to get the unit occupied.

\*\*\*\*

 We send landlord verification.  If nothing shows up on credit report and landlord verification not receive; we will do 3 non-related references.

\*\*\*\*

In cases where we cannot get landlord references, including instances in which the applicant has never rented before, we use personal references.  However, we do not allow friends, family, or co-workers.  We only allow supervisors, teachers, pastors, or another authority figure.

\*\*\*\*

Yes we send forms to former landlords. Sometimes we have called & sometimes they don’t respond.  The housing depends on what else we have

\*\*\*\*

Yes.    We require applicants to provide accurate current contact information for their former landlord(s) as part of their application.  We will send out the landlord verifications and 95% of the time, we receive them back signed and completed.

The other 5% we try to investigate all the information we receive from Tenant PI as to former addresses.   Thank goodness for Google!   We have been able to track down management companies, apartment complexes and some individual landlords.   If we do not receive the completed and signed landlord reference back, we do not deny their housing application if that is the only issue.   If we determine, they lied on the application by not disclosing the last current address and/or landlord or something else, we will deny their application.   We send them a denial letter which gives them a time frame in which they may request a grievance.

\*\*\*\*

We send our form & have TPI check for us.  If we do not get a response to written form/we then call them.  TPI also checks for previous rental history. If we ask/pay for it.  If no response from our call-we ask applicant for possible reasons & that they try to contact & find out why they are not responding. If still no response, we house.

\*\*\*\*

We send to as many landlords as possible to get references; however, sometimes we can’t get any landlord response in that case we have nothing to keep them out so we admit them if there is nothing else keeping them out.

\*\*\*\*

If we do not get a response from a landlord – another letter is sent stating we have not received requested information and notify them if we do not receive verification by a specific date we will assume the applicant left in good standings.  If nothing comes back we ask the applicant to bring us some type of written documentation (utility bill, mail or invoice) that they lived there.  We have even taken sworn statements from friends or relatives that will confirm applicant lived at that address.  This is done when it is a year or longer. (If it is just a month or so, we don’t worry about it and if other verification is OK, then they are housed.)

\*\*\*\*

We do send out requests to landlords, but it is hard to get them to reply. We usually have to follow up with a phone call, and sometimes have to take it the info orally over the phone. We try to get the applicant to also contact the ex-landlord and request that they reply. We run Tenant Trackers on everyone, so all old addresses are listed, and if there are any that the applicant has not disclosed, we call the applicant and ask for the landlord's name and contact info. Usually, they will remember one or two other landlords that they left off, especially if they don't want you to contact the ones on the Tenant Tracker. We send out several and try to obtain at least 2 back. If we can't, we just document all the efforts we made and make the offer.

\*\*\*\*

We verify rental history for 5 years, if we don’t hear from the landlord after 2 attempts, we house the family.

\*\*\*\*

Yes send verification forms however if not received, ED makes a decision whether to house based on current landlord reference.

\*\*\*\*

Yes; verbal verification if unable to get form back; we do house

\*\*\*\*

Yes, we send forms to former landlord.  We do not penalize the applicant for the landlord not returning the paperwork.  We also check their background to see if they have left owing a landlord or have been evicted.

\*\*\*\*

Yes we send via fax, email or USPS

\*\*\*\*

We don’t bother with former landlords because they normally don’t respond. We only concerned about what shows up in EIV.

\*\*\*\*

We send verification forms to landlords.  If landlords do not respond, we try to involve the applicant in urging the landlord to reply to the verification.  If we are not successful in receiving a verification, we rely on the credit report in making a determination.

\*\*\*\*

We require verifications from landlords.  If no response,   it becomes the applicant's responsibility.

\*\*\*\*

We send verification out on all applicants, and we don't hold it against them if not returned.  However, we will try to call the landlord, because sometimes they will give us info that they won't put on paper.

\*\*\*\*

No, we use tenanttracker.com

\*\*\*\*

We do send verification forms to former landlords. Fax, mail, or phone interview.   We have found if the former landlord does not respond to paper forms, they will respond to a phone call.

\*\*\*\*

Yes rental history is verified.  This can be difficult sometimes as you can imagine.  If the landlord is from several years ago and rental history is unable to be obtained and we do not show a landlord debt on the screening. We will move forward and allow the applicant to move in.  If there is a debt owed which shows up less than two years and we have no response from the landlord, applicant will be required to prove the debt is paid off. We encourage the applicant to be involved in helping obtain the verification.

\*\*\*\*

We ask the tenants for most recent 3 landlords and send reference letters to them. Most respond and most are local, so if they don’t, then we call to try to get reference that way. Also if other addresses come up on Tenant Tracker, we send additional references to those landlords. If they don’t respond, we use our best judgment. If other credit references etc aren’t good too, then we may not rent to them, if all other references are good and we just don’t get a landlord, then we usually still rent to them, but put them on probation to start with.

\*\*\*\*

Don’t send letters. Usually phone calls.

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I call and then send if necessary.