



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
 WEH90122

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 ROBERTA WAGNER  
 304-558-0067

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES  
 WELCH COMMUNITY HOSPITAL  
 454 MCDOWELL STREET  
 WELCH, WV  
 24801 304-436-8710

DATE PRINTED 08/17/2009	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: 09/17/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 3						
<p>1. PLEASE NOTE THAT THERE WILL BE A MANDATORY PRE-BID MEETING ON 8/27/2009 AT 1:30 PM AT WELCH COMMUNITY HOSPITAL. ATTENDANCE IS MANDATORY. PLEASE NOTE THAT NO ONE PERSON MAY REPRESENT MORE THAN ONE VENDOR.</p> <p>2. TO MOVE THE BID OPENING DATE FROM 8/27/2009 TO 9/17/2009.</p> <p>3. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID. EXHIBIT 10</p> <p style="text-align: center;">REQUISITION NO.: WEH90122</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 .....</p> <p>NO. 2 .....</p> <p>NO. 3 .....</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy "

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications
3. Complete all sections of the quotation form
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



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 Department of Administration  
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	454 MCDOWELL STREET WELCH, WV 24801
	304-436-8710

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/17/2009				

BID OPENING DATE: 09/17/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
NO. 4						
NO. 5						
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF TH            ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL            REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY            ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES            AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE            INFORMATION ISSUED IN WRITING AND ADDED TO THE            SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>.....            SIGNATURE</p> <p>.....            COMPANY</p> <p>.....            DATE</p> <p>REV. 11/96</p> <p>END OF ADDENDUM NO. 3</p>						

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		195-68		
EMPLOYEE TIME AND ATTENDANCE SYSTEM						
***** THIS IS THE END OF RFQ WEH90122 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE \_\_\_\_\_ TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_ FEIN \_\_\_\_\_ ADDRESS CHANGES TO BE NOTED ABOVE

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	<b>Vendor Question</b>	<b>Agency Response</b>
1	<p>May we have an opportunity to discuss the scope of this project with someone who understands specifically what the hospital is looking for in this project. Our suite of products is very broad and in order to make sure we are offering the right amount of technology and services at the lowest possible price, there are a few items that need to be discovered. There are many spec references that elude to certain areas of functionality, but are not clear enough to allow us to fully determine what the solution should be. Short of this kind of dialogue, assumptions need to be made that could potentially inflate the response in a way that otherwise could be avoided. Any access you can provide here would be appreciated and in the best interests of the hospital and state of WV</p>	<p><i>This can be addressed at the Pre-bid conference.</i></p>
2	<p>Are you wanting/open to understanding your solution cost's on a base and optional additional level. For broad solution suites, this may be helpful in two way's; 1) In keeping your initial costs down, and 2) In allowing you to fully consider advanced functionality and its value to/against your projected budget.</p>	<p><i>Please follow the bid specifications.</i></p>
3	<p>Are you interested in identifying if a vendors response is based on a single solution, or single log-on. Based on the spec's in your RFP, there are not many vendors that will be able to provide you a solution without integrating multiple systems on your behalf. Many times this adds an element of complexity, risk, and cost to an unsuspecting customer's project.</p>	<p><i>Single solution if preferred.</i></p>
4	<p>In regards to spec's #13 &amp; #16. Are you looking for an HR solution as part of this RFQ/initial system purchase? Some of the data you are looking to track are more typically kept in an HR system. While we have a full complement of HR functionality, it's unclear as to whether you are looking for all of this in your initial system, or potentially wanting the option to scale to it over time.</p>	<p><i>Please follow the bid specifications.</i></p>

	<b>Vendor Question</b>	<b>Agency Response</b>
5	<p>In regards to spec's #6, #13, #16 and #17 Are you looking for Absence Management as part of this RFQ/initial system purchase? Our base timekeeping system has some elements of Leave, Attendance, and accruals in it, but to meet your spec's as written, we would potentially need to add on our Absence Management functionality as well. This functionality, while raising the initial cost's of the system, would do a lot more than you are asking for in your spec's and we were under the impression that there is a leave system in place at the state. Maybe this is more of an interface issue, i.e. your interface for the epics PR system? Again, we are very conscious of making sure we are offering you the best solution at the lowest possible price and so it is important for us to know what your needs/intentions are here. Because our solution is scalable, you could also start with something more foundational and activate some of the advanced functionality in future phases as budgets allow, such as HR, Absence Management, etc. This is also why an opportunity to have a dialogue with someone who understands specifically what the hospital is looking for is so important.</p>	<p><i>Please follow the bid specifications.</i></p>
6	<p>How is Scheduling and Staffing done today? Is Scheduling a manual or quasi-manual (e.g., spreadsheets) process or are there any automated system(s) in place? If so, for which groups of employees?</p>	<p><i>Manually.</i></p>
7	<p>Typically, we do not offer wiring services for our time clocks as this is much more cost effectively managed by a hospital's facilities personnel. If this is not an option for Welch, can you recommend a third party vendor that we can contract with in order to satisfy your needs.</p>	<p><i>This is a mandatory item. We cannot make recommendations of other vendors.</i></p>
8	<p>If we cannot meet your desire to have the clocks wired as part of our response, will this result in a disqualification?</p>	<p><i>Yes, it will.</i></p>
9	<p>General Information - The RFQ asks for a Contractors License No. Is a contractor's license absolutely required for the successful bidder?</p>	<p><i>Yes</i></p>

	<b>Vendor Question</b>	<b>Agency Response</b>
10	General Information - Will the successful bidder actually install the clock back plates onto existing walls? If so, what type of wall (e.g drywall, block, brick, etc )	<i>Yes. We expect that the wall types will be both block and drywall. Nevertheless, the types of walls must be verified by the vendors at the pre-bid conference.</i>
11	Spec. #1 - Is the interface for extracting pay data each pay period for import into EPICS?	<i>Yes, through File Transfer Protocol (FTP).</i>
12	Spec #7 - What are the shift differential time zones and qualifying criteria for shift differential pay?	<i>Time zones are EDST. The policy for shift differential is attached.</i>
13	Spec #23 - Can you explain this specification in more detail?	<i>A.13.) Employees may be called in after regularly scheduled hours have been worked. Example: When an employee in the surgery unit is on call and is called back into the hospital, they are paid for at least two hours for the 1st call back whether they are here for 10 minutes or for the two hours. All other call backs on the same day are paid hour for hour.</i>
14	Specifically should the call out be entered into the employee's schedule or will the employee identify a call-out at the hand reader?	<i>Call outs cannot be scheduled in advance.</i>
15	Spec #24 - Should the hand readers use ethernet connectivity (will they communicate over the Local Area Network)?	<i>Yes</i>
16	Spec #27 - If there is a limitation with the hand readers as to the data that employees at the terminal, regardless of the software proposed, would access to centrally-located kiosks be sufficient?	<i>Yes</i>
17	Spec #35 - will the successful bidder be required to install the power and/or the data cable for the hand reader terminals? If so, is there a building map or blueprint that will show distances, etc.	<i>Yes</i>
18	Page 6- General Requirements- Will you accept other Biometric devices other than Hand Recognition terminals? Can we submit More than one bid: Example one with Hand Recognition terminals and an alternate with other types of biometric devices?	<i>No.</i>

	<b>Vendor Question</b>	<b>Agency Response</b>
19	Page 6- SPECIFICFATIONS: 1. Who can we contact at EPICS to check on interface file information?	<i>You may ask specific questions at the pre-bid conference.</i>
20	Page 7- SPECIFICATIONS: 7 Can we get more information about the Shift differential definitions?	<i>See policy, attached.</i>
21	Page 7- SPECIFICATIONS: 17 Can we get more information about the benefit calculation rules?	<i>See policy, attached.</i>
22	Page 8- SPECIFICATIONS: 18. Can we be provided with the details for the leave accrual, labor cost information rules?	<i>See policy, attached.</i>
23	Page 8- SPECIFICATIONS: 23 Can we get more information about your premium and call back rules?	<i>See policy, attached.</i>
24	Page 8- SPECIFICATIONS: 24. Can we visit the facility to determine the amount of cabling and additional hardware required to mount clocks, add to the network, etc....	<i>This can be addressed at the Pre-bid conference.</i>
25	We would want to schedule a "walk-through" of the facility ASAP, and would like to meet with the facility IT department to examine:	<i>This can be addressed at the Pre-bid conference.</i>
26	The current Network set-up as well as add-on capabilities.	<i>This can be addressed at the Pre-bid conference.</i>
27	If there is any existing MS-SQL Licensing for any of the existing applications,	<i>This can be addressed at the Pre-bid conference.</i>
28	We will need to determine the number of users to be trained.	<i>This can be addressed at the Pre-bid conference.</i>
29	The address provided is different on three pages in the RFP (pages 1, 2 and 4). One specifies we send the response to a P.O. box, one specifies a building number, and the other doesn't specify either. Please clarify which address to use.	<i>Robert Wagner Department of Administration, Purchasing Division P O Box 50130 Charleston, WV 25305-0130</i>
30	The convenience copy is just a requested additional copy, right? Making a total of 2 submitted documents (one original and one copy)?	<i>Correct.</i>
31	Are the <i>Quotation Forms</i> referred to under Instructions to Bidders, #3 the forms on pages 11-14? Or the Bid Sheet on page 10?	<i>Yes</i>



	<b>Vendor Question</b>	<b>Agency Response</b>
32	In order for Stromberg to respond to this RFQ, we would need to negotiate the final contract with State of WV Welch Community Hospital. There may be some minor exceptions that we will need to negotiate and incorporate into the final contract. Will this be acceptable?	<i>See Purchasing Bulletin for vendor forms</i>
33	System must interface with EPICS systems in WV State Auditor's office to extract information only. (More information is needed in order to evaluate this specification correctly.)	<i>No.</i>
34	Does Welch Community Hospital (WCH) require the proposed employee time and attendance system to access the EPICS database?	<i>The only communication to or from EPICS may be performed through FTP.</i>
35	Does WCH require the EPICS system to access the proposed employee time and attendance system database?	<i>The only communication to or from EPICS may be performed through FTP.</i>
36	Will WCH please supply vendors with version information and contact information for their EPICS software	<i>yes</i>
37	When WCH states "extract information", what exactly does WCH mean? Exactly what information is WCH wanting the proposed time and attendance software to extract from EPICS? Is this desired information available in the EPICS database tables?	<i>Nothing will be extracted from EPICS.</i>
38	Does the EPICS system have the ability to export this information into a text format?	<i>The only communication to or from EPICS may be performed through FTP.</i>
39	Does the EPICS system need to retrieve information from the proposed employee time and attendance system? If yes, does the EPICS system have the ability to import text information or does EPICS need to obtain the information directly from the time and attendance system database?	<i>The only communication to or from EPICS may be performed through FTP.</i>
40	Can WCH provide vendors with the database table specifications and information for the EPICS software system?	<i>NO</i>

	<b>Vendor Question</b>	<b>Agency Response</b>
41	Does the EPICS system perform payroll functions for WCH? If no, what software system does WCH use for software? Does WCH require the proposed time and attendance system to interface with this system?	<b>YES</b>
42	Would WCH please provide vendors with detailed examples of these shift differentials prior to our response to the quote request?	<b>See policy, attached.</b>
43	13. System shall track holidays worked, for double or triple pay, etc.	<b>See policy, attached.</b>
44	Would WCH please provide vendors with detailed examples of the desired holiday pay premiums and the rules that apply to them.	<b>See policy, attached.</b>
45	The Vendor shall submit invoices, in arrears, to the Facility at the address on the face of the purchase order labeled "Invoice To" pursuant to the terms of the contract. Payment will be made in arrears, upon completion of delivery, installation and in-service training. Vendor will invoice hospital upon renewal for maintenance agreement quarterly and payment will be made in arrears. State law forbids payment of invoices prior to receipt of goods or services.	<b>Address will be provided on purchase order.</b>
46	When WCH states that all payments will be made in arrears, what is the requested length of the net terms payment, Net 15 days, Net 30 days, etc ?	<b>Net 30 after complete installation is the normal.</b>
47	Would WCH supply vendors with their standard credit reference sheet prior to our response to the quote request?	<b>Yes</b>
48	Will WCH provided a Purchase Order to the selected vendor for the purchase? If yes, are there terms and conditions attached to the Purchase Order? If yes, will WCH supply vendors with these terms and conditions prior to our response to the quote request?	<b>The purchase order is issued by the State Purchasing Dept. Terms and conditions are stated in the vendor registration.</b>
49	The vendor will do all wiring that will be necessary to bring the system up and running and support such wiring. Does this statement include installation of 120 volt electrical outlets and Ethernet outlets needed for the clocking terminals or will WCH be responsible for these installations?	<b>Yes. The vendor will be responsible for the installation of 120 volt electrical outlets and Ethernet outlets needed for the clocking terminals, as needed.</b>

	<b>Vendor Question</b>	<b>Agency Response</b>
50	Does WCH currently have Ethernet Switches or Hubs with Power Over Ethernet functionality? If yes, do these switches or hubs have battery back-up capability?	<i>The vendor must supply all the necessary equipment.</i>
51	If available would WCH want the clocking terminals to have Power Over Ethernet functionality?	<i>Please follow the bid specifications.</i>
52	Please define the WCH workweek or workweeks. (Monday-Sunday, Sunday-Saturday, etc.)	<i>Sunday-Saturday.</i>
53	Are all WCH employees on the same workweek?	<i>Yes</i>
54	Does WCH require the proposed time and attendance system to have real time functionality both from the clocking terminals to the time and attendance software and from the software to the clocking terminals? Meaning live, real time, two-way communication?	<i>Yes</i>
55	Are all of the 7 locations networked or have access to the internet?	<i>Yes</i>
56	Does the center currently employ any Microsoft SQL Database Servers today?	<i>NO</i>
57	How many active employees are currently on the payroll?	<i>318</i>
58	What is the maximum number of active employees, full or part time, expected to be on the system in the next 12 months?	<i>As many as 500 employees.</i>
59	Are you willing to increment employee licenses as needed as the business grows?	<i>No. We want as many as 500 employee activations available, at any given time.</i>
60	Are you willing to consider a biometric device that will work with multiple fingers vs. a hand reader?	<i>NO</i>
61	Will you consider a hosted server solution?	<i>NO</i>

**Bureau for Behavioral Health and Health Facilities  
Shift Differential/Holiday Pay  
December 10, 2002**

**I. Shift Differential**

- A. A one dollar per hour shift differential will be paid to non-exempt staff who work the full eight hour shifts which are 3:00 PM to 11:00 PM and 11:00 PM to 7:00 AM.
- B. Eligible staff who are mandated to work, in addition to their regular eight hour shift, a full or partial shift identified in I.A above will receive shift differential for the actual hours worked.
- C. Non-exempt staff who work 12 hour shifts will receive shift differential for eight hours provided they work one full shift during the hours of 3:00 PM to 11 PM or 11:00 PM to 7:00 AM.
- D. Part-time and temporary non-exempt workers are eligible for shift differential.
- E. Staff working under the Baylor Plan will not be eligible for shift differential.

**II. Holiday Pay**

- A. Double time will be paid to permanent, part-time and temporary non-exempt staff for three worked holidays (Thanksgiving Day, Christmas Day and New Years Day).
- B. Eligible employees will receive double time pay for the hours worked on any of the three holidays. The permanent employee may also receive straight time reimbursement for up to a maximum of eight hours, unless the employee requests the time to be banked as holiday leave earned.
- C. If the holiday occurs on a Saturday or Sunday, the employee will only be paid double time for the hours worked, but will not be able to bank the time worked as earned leave or be paid straight time for the holiday. In this case, the State holiday will have been celebrated on the designated Friday or Monday, and benefits administered accordingly.
- D. The holiday, for double time, is defined as the 24 hour period beginning at 11:00 pm on the holiday eve through 11:00 pm of the actual holiday.

**B. Overtime**

- A. Holiday double time pay is not included in calculating the regular rate of pay for overtime purposes.
- B. Shift differential pay is included in calculating the regular rate of pay for overtime purposes.

<b>Annual Leave</b>		
<b>Years of Service</b>	<b>Accrual Rate</b>	<b>Annual Carry Forward</b>
<b>0 – 5 years</b>	<b>10.00 Hrs (1.25 Days)</b>	<b>240 Hrs</b>
<b>5 – 10 years</b>	<b>12.00 Hrs (1.50 Days)</b>	<b>240 Hrs</b>
<b>10 – 15 years</b>	<b>14.00 Hrs (1.75 Days)</b>	<b>280 Hrs</b>
<b>Over 15 years</b>	<b>16.00 Hrs (2.00 Days)</b>	<b>320 Hrs</b>

<b>Sick Leave</b>	
<b>All Permanent Full Time</b>	<b>12.00</b>
	<b>Unlimited</b>