

EMPLOYEE REFERRAL PROGRAM*

For employees eligible to earn time off.



1 Tell a friend about open careers at lynchburgva.gov/jobs

2 When your friend applies for the job on the initial application, ask them to **enter your name** as the friend/relative referral source.



3 After your friend is hired and starts their new position with the City, you'll get an additional **8 hours of paid leave.**



4 And, after your friend completes their initial employment period, you will get another additional **16 hours of paid leave.**