

2B-3 VACATION

The following employee classifications shall be eligible for the vacation benefit: Regular Full Time. These following employee classifications shall not be eligible for the vacation benefit: Regular Part Time, Seasonal Temporary and Temporary Part Time.

Employees who have worked for less than 10 years in a position eligible to receive vacation shall earn vacation at the rate of 4 hours per pay period, which is equivalent to 96 hours per year. Employees who have worked for 10 or more years in a position eligible to receive vacation shall accrue vacation at the rate of 5 hours per pay period, which is equivalent to 120 hours per year.

Vacation shall not be accrued while an employee is on leave without pay. Employees hired in a position eligible to accrue vacation are credited with 48 hours of vacation after their 6th month of employment and must work for a minimum of 6 full months in such a position before being eligible to take any vacation.

The maximum amount of unused vacation an employee shall be allowed to have at one time is 136 hours. When an employee reaches the maximum accrual, he/she shall not be allowed to accrue additional vacation time until the employee takes vacation hours to reduce the balance below the maximum allowed under this policy.

Scheduling of vacations shall be at the discretion of the individual department heads.

Employees shall only be able to use vacation which has already been accrued and shall not be allowed to borrow vacation against possible future accruals. Employees shall not be allowed to receive pay for vacation in lieu of taking time off.

If a holiday falls during an employee's vacation the employee will not be charged vacation time for the holiday.

If a non-exempt employee has worked for at least 12 months in a position which accrues vacation at the time the employee resigns, is discharged, or is terminated for any other reason, the employee shall receive pay for unused vacation time as follows:

0-1 Year Employment	0 Hours
2-5 Years Employment	40 Hours
6-10 Years Employment	80 Hours
11-15 Years Employment	120 Hours
16-plus Years Employment	136 Hours (Max)

Exempt employees will not receive pay for unused vacation time. Each employee shall be responsible for accurately recording all vacation time used on their timesheet.