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October 7, 1996

Darrel Mitchell, Sr. Assistant Business Manager  
Local Union No. 1245  
International Brotherhood of  
Electrical Workers, AFL-CIO  
P.O. Box 4790  
Walnut Creek, CA 94598

Dear Mr. Mitchell:

Attached for your information is a copy of the Administrative Time-Off Guide that will be distributed company-wide to Officers, Managers, and Human Resources Advisors.

The Guide incorporates time-off information from standard practices, payroll policy letters, employee handbooks and labor agreements. Time-off information that was previously only available piecemeal will now be accessible in one consolidated reference guide.

The Guide is not intended to replace source documents such as the Labor Agreements. A special note has been made to indicate such - "This guide applies to management, administrative and technical, and bargaining unit employees and is not meant to interpret, extend or change the provisions of labor agreements in any way. In the event of any discrepancy between this guide and the actual union contract, the labor agreement will govern."

Please let me know if you need additional information or would like to discuss this further.

Sincerely,

  
Sabrina Danels  
Sr. Industrial Relations Negotiator

cc: Dave Bergman  
Becky Carlucci  
Valerie Lewis  
Deanna Radford

- |   |  |   |
|---|--|---|
| From Darrel                                 |  | To: _____   |
| <input type="checkbox"/> Karen              | <input type="checkbox"/> Mary                  | <input type="checkbox"/> Confidential             |
| <input type="checkbox"/> Julie              | <input checked="" type="checkbox"/> Lisa       | <input type="checkbox"/> Copy                     |
| <input type="checkbox"/> Jack               | <input type="checkbox"/> Roger                 | <input checked="" type="checkbox"/> [Handwritten] |
| <input type="checkbox"/> Tom                | <input type="checkbox"/> Linda                 | <input type="checkbox"/> Return with Comments     |
| <input type="checkbox"/> Sam                | <input type="checkbox"/> Dorothy               | <input type="checkbox"/> Please handle            |
| <input type="checkbox"/> Perry              | <input type="checkbox"/> Bob M                 | <input type="checkbox"/> Review w/me              |
| <input type="checkbox"/> Staff              | <input checked="" type="checkbox"/> PG&E Staff | <input type="checkbox"/> FR                       |
| <input type="checkbox"/> Ad Staff           |  | <input type="checkbox"/> Infile only              |
| <input type="checkbox"/> All 1245 Employees |  | <input type="checkbox"/> Return/sign Back         |
| <input type="checkbox"/> Executive Board    |  | <input type="checkbox"/> Other                    |

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# ***TIME-OFF POLICIES***

101.9

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**This guide is intended to be a brief description of the time-off policies. This guide applies to management, administrative and technical, and bargaining unit employees and is not meant to interpret, extend or change the provisions of labor agreements in any way. In the event of any discrepancy between this guide and the actual union contract, the labor agreement will govern.**

<b>HOLIDAYS</b>	For all bargaining unit employees, please refer to the appropriate union agreement. Title 103, Physical; Title 14, Clerical; Title 8, ESC; Title 14, IUSO.																										
	<i>Flex Full-Time</i>	<i>Flex Part-Time</i>	<i>Bargaining Unit Full-Time</i>	<i>Bargaining Unit Part-Time</i>	<i>Bargaining Unit Intermittent</i>																						
<b>Eligibility</b>	Upon completing one day of employment. Employee must be on a paid status. (For example: sick leave and vacation)	Upon completing one day of employment. However, holidays paid only if employee is regularly scheduled to work that day. Employee must be on a paid status. (For example: sick leave and vacation)	Upon attaining regular status. In general, employee must be on a paid status. (For example: sick leave and vacation)	Upon attaining regular status. Paid holidays when regularly scheduled to work that day.	Upon attaining regular status. Holidays paid only if employee is regularly scheduled to work that day.																						
<b>Recognized Holidays</b>	<p><u>Recognized holidays:</u></p> <table border="0"> <tr> <td>New Year's Day</td> <td>January 1</td> </tr> <tr> <td>Martin Luther King Jr. Day</td> <td>3rd Monday in January</td> </tr> <tr> <td>Presidents' Day</td> <td>3rd Monday in February (ESC)</td> </tr> <tr> <td>Washington's Birthday</td> <td>3rd Monday in February (IBEW)</td> </tr> <tr> <td>Memorial Day</td> <td>Last Monday in May</td> </tr> <tr> <td>Independence Day</td> <td>July 4</td> </tr> <tr> <td>Labor Day</td> <td>1st Monday in September</td> </tr> <tr> <td>Veterans' Day</td> <td>November 11</td> </tr> <tr> <td>Thanksgiving Day</td> <td>4th Thursday in November</td> </tr> <tr> <td>Friday After Thanksgiving</td> <td>4th Friday in November</td> </tr> <tr> <td>Christmas Day</td> <td>December 25</td> </tr> </table>					New Year's Day	January 1	Martin Luther King Jr. Day	3rd Monday in January	Presidents' Day	3rd Monday in February (ESC)	Washington's Birthday	3rd Monday in February (IBEW)	Memorial Day	Last Monday in May	Independence Day	July 4	Labor Day	1st Monday in September	Veterans' Day	November 11	Thanksgiving Day	4th Thursday in November	Friday After Thanksgiving	4th Friday in November	Christmas Day	December 25
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<b>HOLIDAYS</b>	<b>For all bargaining unit employees, please refer to the appropriate union agreement. Title 103, Physical; Title 14, Clerical; Title 8, ESC; Title 14, IUSO.</b>				
	<i>Flex Full-Time</i>	<i>Flex Part-Time</i>	<i>Bargaining Unit Full-Time</i>	<i>Bargaining Unit Part-Time</i>	<i>Bargaining Unit Intermittent</i>
<b>Holidays that fall on a Weekend and Non-Scheduled Workdays</b>	Company normally observes holidays on Sunday on following Monday. In-lieu of holidays are granted when a holiday falls on a non-scheduled workday.	Company normally observes holidays on Sunday on following Monday. In-lieu holidays are not granted on a non-scheduled workday.	Company normally observes holidays on Sunday on following Monday. In-lieu of holidays are granted when a holiday falls on a non-scheduled workday.	Company normally observes holidays on Sunday on following Monday. In-lieu holidays are not granted on a non-scheduled workday.	Company normally observes holidays on Sunday on following Monday. In-lieu holidays are not granted on a non-scheduled workday.
<b>Benefit</b>	When a holiday falls on a non-scheduled workday the employee receives an in-lieu of holiday. The in-lieu of day is available after the holiday occurs.				
	<b>Management</b>	<b>Administrative/Technical</b>		<b>Bargaining Unit</b>	
<b>Work Performed on a Holiday</b>	<p>Employees who are required to work on a holiday that is a regularly scheduled day off will earn an in-lieu holiday.</p> <p>Employees who are in covered positions may elect to receive 8 hours straight time pay instead of an "in lieu of" holiday, when they work a holiday and not receiving overtime pay.</p> <p><u>Covered Positions:</u>  Operating Foreman - Steam PP  Shift Foreman - Humboldt Bay PP  Hydro Gen Supvrs - Hydro Gen Ops  Assoc. Energy Control Center - System Ops SF/Fresno  Sr. Assoc. Energy Control Center - System Ops SF/Fresno  Gas Tran. Coord - Gas Sys Ops, SF  Shift Supvrs - DCP - Ops  Operations Engineers - DCP - Ops  Meteorologist - TES</p>	<p>Employees who work on a holiday that falls on a regular workday will be paid for the holiday in addition to getting overtime. Employees in designated classifications may earn an in-lieu of holiday instead of being paid for holiday, by agreement between the employee and the company.</p> <p>Employees who work on a holiday that falls on a non-workday will earn an in-lieu of holiday in addition to being paid overtime. Employees in designated classifications may earn an in-lieu of holiday instead of being paid for holiday, by agreement between the employee and the company.</p>		<p>Employees who work on a holiday that falls on a regular workday will be paid for the holiday in addition to getting overtime. Employees in designated classifications may earn an in-lieu of holiday instead of being paid for holiday, by agreement between the employee and the company.</p> <p>Employees who work on a holiday that falls on a non-workday will earn an in-lieu of holiday in addition to being paid overtime. Employees in designated classifications may earn an in-lieu of holiday instead of being paid for holiday, by agreement between the employee and the company.</p>	

<b>FLOATING HOLIDAYS</b>	For all bargaining unit employees, please refer to the appropriate union agreement. Title 103, Physical; Title 14, Clerical; Title 8, ESC; Title 14, IUSO.				
	<i>Flex Full-Time</i>	<i>Flex Part-Time</i>	<i>Bargaining Unit Full-Time</i>	<i>Bargaining Unit Part-Time</i>	<i>Bargaining Unit Intermittent</i>
<b>Eligibility</b>	Upon completing one day of employment	Upon completing one day of employment.	Upon attaining regular status.	Upon attaining regular status.	Upon attaining regular status.
<b>Usage Requirement</b>	Three days, equivalent to 24 hours of floating holiday.  Must be used in 8 hour increments.	Each floater is equal to the same number of hours the employee is scheduled to work on the day selected to use a floater.  <i>Example:</i> Employee works 4 hours a day, floater will be for a total of 4 hours.	In general, three days, equivalent to 24 hours of floating holiday.  Must be used in 8 hour increments.	Each floater is equal to the same number of hours the employee is scheduled to work on the day selected to use as floater.  <i>Example:</i> Employee works 4 hours a day, floater will equal 4 hours floating holiday pay.	Only if assigned to relieve a regular employee and their schedule is known in advance.
<b>Alternate Work Schedules</b>	ALTERNATE WORK SCHEDULES EXCEPTION: Floating holidays may be taken in hourly increments.		ALTERNATE WORK SCHEDULE EXCEPTION: Refer to appropriate letter agreements for 9, 10 and 12 hours schedules.		
<b>Carryover Rules</b>	Unused floating holidays may be converted to vacation days and deferred the following year, provided the deferment does not exceed annual vacation allowance. (Effective 1/1/97)		*Subject to Union Agreement.		
<b>Termination</b>	Floating holidays are paid out to Flex employees upon termination.		Employees must use floaters as they are not eligible to be cashed out upon termination.		

<b>SICK LEAVE</b>	<p>Defined as an absence from work for illness or injury which does not qualify as an industrial injury under the terms of Workers' Compensation. It covers employee medical and dental appointments. <i>It does not cover time off for illness of family members.</i></p> <p><b>For all bargaining unit employees, please refer to the appropriate union agreement. Title 112, Physical; Title 7, Clerical; Title 11, ESC; Title 7, IUSO.</b></p>				
	<i>Flex Full-Time</i>	<i>Flex Part-Time</i>	<i>Bargaining Unit Full-Time</i>	<i>Bargaining Unit Part-Time</i>	<i>Bargaining Unit Intermittent</i>
<b>Eligibility</b>	Upon completion of one day of employment.	Upon completion of one day of employment.	After completing one year of service and regular status is attained.	After completing one year of service and regular status is attained.	After completing one year of service and regular status is attained.
<b>Benefit</b>	<p>Employee receives 80 hours of sick leave. Subsequently, each year thereafter on January 1, the employee qualifies for 80 additional hours.</p> <p>Maximum benefit allowable is 1040 hours which includes 640 cumulative sick leave hours from previous years, 320 additional hours and 80 current sick leave hours.</p>	<p>Employee receives prorated sick leave based on number of hours <u>ESTIMATED</u> to work for the remaining calendar year.</p> <p>Each year thereafter on January 1, sick leave will be based on <u>ACTUAL</u> hours worked in the previous calendar year.</p> <p>Employees who change from full-time to part-time status keeps their accumulated sick leave. On the following January 1, sick leave is based on prorated hours.</p>	<p>Employee receives 80 hours of sick leave. Subsequently, each year thereafter on January 1, the employee qualifies for 80 additional hours after completing (1) day work in the current year.</p> <p>Maximum benefit allowable is 1040 hours which includes 640 cumulative sick leave hours from previous years, 320 additional hours and 80 current sick leave hours.</p>	<p>Sick leave hours are prorated on number of hours worked in previous year.</p> <p><i>Example:</i> Employee works (1) continuous year and accumulates 1040 hours worked, <math>1040/2080 \times 80 = 40</math> hours.</p> <p>Employees who change from full-time to part-time status keeps their accumulated sick leave. On the following January 1, sick leave is based on prorated hours.</p>	<p>Sick leave hours are prorated on number of hours worked in the previous year.</p>



<b>SICK LEAVE</b>	Defined as an absence from work for illness or injury which does not qualify as an industrial injury under the terms of Workers' Compensation. It covers employee medical and dental appointments. <i>It does not cover time off for illness of family members.</i>  For all bargaining unit employees, please refer to the appropriate union agreement. Title 112, Physical; Title 7, Clerical; Title 11, ESC; Title 7, IUSO.				
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<b>Additional Sick Leave</b> <ul style="list-style-type: none"> <li>• in 10 years</li> </ul>	<p>In the 10th year of service and every calendar year thereafter, an employee may qualify for additional sick leave of 160 hours.</p> <p>Once qualified for additional sick leave, renewal occurs each year thereafter.</p> <p>Calculating Eligibility: Employee must have accumulated at least 320 hours of unused sick leave over the previous 8 years.</p> <p><u>Step 1</u> Determine previous 8 years sick leave usage.</p> <p><u>Step 2</u> Sick leave usage exceeding 80 hours in any of the 8 previous years, use only 80 hours for calculation purposes.</p>	<p>In the 10th year of service and every calendar year thereafter, eligibility is determined by subtracting the sick leave allotted during the 8 years previous to attaining 10 years of service. If the employee used less than half of the allotted sick leave the employee is eligible for additional sick leave not to exceed 160 hours.</p> <p>Once qualified for additional sick leave, renewal occurs each year thereafter.</p> <p><i>Example:</i>          Previous 8 years, the total sick leave allowance was 320 hours employee used 120 hours.  <math>320-120=200</math></p>	<p>In the 10th year of service and every calendar year and thereafter, an employee may qualify for additional sick leave not to exceed 160 hours.</p> <p>Once qualified for additional sick leave, renewal occurs each year thereafter.</p> <p>Calculating Eligibility: Employee must have accumulated at least 320 hours of unused sick leave over the previous 8 years.</p> <p><u>Step 1</u> Determine previous 8 years sick leave usage.</p> <p><u>Step 2</u> Sick leave usage exceeding 80 hours in any of the previous 8 years, use only 80 hours for calculation purposes.</p>	<p>In the 10th year of service and every calendar year thereafter, eligibility is determined by subtracting used sick leave allotted during each of the 8 years to attain 10 years of service. If the employee uses less than half of the allotted sick leave the employee is eligible for additional sick leave not to exceed 160 hours.</p> <p>Once qualified for additional sick leave, renewal occurs each year thereafter.</p> <p><i>Example:</i>          Previous 8 years, the total sick leave allowance was 320 hours employee used 120 hours.  <math>320-120=200</math></p>	<p>Eligibility is determined by subtracting used sick leave allotted during each of the 8 years previous to attaining 10 years of service. If the employee used less than half of the allotted sick leave, the employee is eligible for additional sick leave not to exceed 160 hours.</p> <p>Once qualified for additional sick leave, renewal occurs each year thereafter.</p> <p><i>Example:</i>          Previous 8 years, the total sick leave allowance was 320 hours employee used 120 hours.  <math>320-120=200</math></p>

<b>SICK LEAVE</b>	<p>Defined as an absence from work for illness or injury which does not qualify as an industrial injury under the terms of Workers' Compensation. It covers employee medical and dental appointments. <i>It does not cover time off for illness of family members.</i></p> <p>For all bargaining unit employees, please refer to the appropriate union agreement. Title 112, Physical; Title 7, Clerical; Title 11, ESC; Title 7, IUSO.</p>				
	<i>Flex Full-Time</i>	<i>Flex Part-Time</i>	<i>Bargaining Unit Full-Time</i>	<i>Bargaining Unit Part-Time</i>	<i>Bargaining Unit Intermittent</i>
<b>Additional Sick Leave</b> <ul style="list-style-type: none"> <li>• in 10 years (cont'd)</li> </ul>	<p><i>Step 3</i> Add sick leave usage. Total available sick leave hours over 8 years is 640 hours.</p> <p><i>Step 4</i> Subtract used sick leave from 640. To qualify for additional hours unused sick leave must total 320 hours or more.</p> <p><i>Example:</i>  <math>640-320=320</math> hours remaining.  Employees who do not qualify in their 10th year do have an opportunity to qualify in each year thereafter based on the above formula.</p>	<p>The employee qualifies since 160 hours of sick leave was not exceeded.</p>	<p><i>Step 3</i> Add sick leave usage. Total available sick leave hours over 8 years is 640 hours.</p> <p><i>Step 4</i> Subtract used sick leave from 640. To qualify for additional hours unused sick leave must total 320 hours or more.</p> <p><i>Example:</i>  <math>640-320=320</math> hours remaining.  Employees who do not qualify in their 10th year do have an opportunity to qualify in each year thereafter based on the above formula.</p>	<p>The employee qualifies since 160 hours of sick leave was not exceeded.</p>	<p>The employee qualifies since 160 hours of sic' leave was not exceeded.</p>

<b>SICK LEAVE</b>	<p>Defined as an absence from work for illness or injury which does not qualify as an industrial injury under the terms of Workers' Compensation. It covers employee medical and dental appointments. <i>It does not cover time off for illness of family members.</i></p> <p><b>For all bargaining unit employees, please refer to the appropriate union agreement.</b>  <b>Title 112, Physical; Title 7, Clerical; Title 11, ESC; Title 7, IUSO.</b></p>				
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<b>Sick Leave</b> <ul style="list-style-type: none"> <li>• after 20 years allotment</li> </ul>	<p>Eligibility: In addition to annual sick leave and sick leave bonus allotment, employees can qualify for an additional 160 hours after 20 years of service. Employee qualified for additional hours if qualified for 10 year sick leave bonus allotment, regardless of when they qualify or if they have exhausted all other sick leave allowance.</p>				
<b>Usage Requirement</b>	<p>Management employees are charged sick leave in 4 hour increments.</p> <p>Administrative/ Technical employees are charged sick leave in full hour increments. However, only sick leave in 4 hour increments or greater are used to calculate Flex sick leave usage.</p>	<p>Management employees are charged sick leave in 4 hour increments.</p> <p>Administrative/ Technical employees are charged sick leave in full hour increments. However, only sick leave in 4 hour increments or greater are used to calculate Flex sick leave usage.</p>	<p>Sick leave shall be charged by the hour with no charge made for increments of less than one hour.</p>		
<b>Payout Policy</b>	<p>Sick leave is not payable upon termination or retirement. The only exception is when the employee is on Long Term Disability and the disability followed an accepted Workers' Compensation claim. Only under this condition is sick leave is payable upon termination or retirement .</p>		<p>Sick leave is not payable upon termination or retirement. However, if the termination is due to physical disability, the following will apply: If a regular employee is required to leave the service of the company because of physical disability, the employee shall on termination of employment, be entitled to an allowance which shall be the equivalent of the sick leave to which the employee would be entitled according to Section 112.9, physical agreement; Section 7.9, clerical agreement; Section 11.9, ESC; Section ____, ISUO. The only other exception is when an employee is on LTD and the disability followed an accepted workers' compensation claim.</p>		

<b>SICK LEAVE</b>	<p>Defined as an absence from work for illness or injury which does not qualify as an industrial injury under the terms of Workers' Compensation. It covers employee medical and dental appointments. <i>It does not cover time off for illness of family members.</i></p> <p>For all bargaining unit employees, please refer to the appropriate union agreement.  <b>Title 112, Physical; Title 7, Clerical; Title 11, ESC; Title 7, IUSO.</b></p>				
	<i><b>Flex Full-Time</b></i>	<i><b>Flex Part-Time</b></i>	<i><b>Bargaining Unit Full-Time</b></i>	<i><b>Bargaining Unit Part-Time</b></i>	<i><b>Bargaining Unit Intermittent</b></i>
<b>Flex Sick Leave Bonus</b>	Employee may receive sick leave bonus Flex Dollars if they use fewer than 32 hours of sick leave between Oct. 1 through September 30 of the current year.	Employee may receive sick leave bonus Flex Dollars if they use fewer than 32 hours of sick leave between Oct. 1 through Sept. 30 of the current year. The sick leave bonus is prorated for part-time employees.	Not applicable.		

<b>VACATION</b>		For all bargaining unit employees, please refer to the appropriate union agreement. Title 111, Physical; Title 8, Clerical; Title 9, ESC; Title 8, IUSO.																																																							
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<b>Eligibility</b>	Upon completion of six months of continuous service.		Upon completion of six months of continuous service.	Upon completion of one year of service and attaining regular status.	Upon completion of one year of service and attaining regular status eligible for vacation on a prorated basis.	Upon completion of one year of service and attaining regular status eligible for vacation on a prorated basis.																																																			
<b>Benefit</b>	<i>Years of Service</i>	<i>Number of Vacation Hours</i>	<p>Vacation is prorated based on actual hours worked.</p> <p>Each year thereafter vacation allotment will be based on ACTUAL hours worked in the previous calendar year.</p> <p><i>Example:</i> In their sixth year of service, employee worked 1,040 hours.  <math>1040.2080 \times 120 = 60</math> hours. the employee would receive 60 hours of prorated vacation in their seventh year of service.</p>	<p>Upon reaching one year of service the employee is entitled to prorated vacation hours using the following schedule:</p> <table border="0"> <thead> <tr> <th colspan="3"><u>Hire Date</u></th> </tr> <tr> <th><u>From</u></th> <th><u>To</u></th> <th><u>Vacation Include Days</u></th> </tr> </thead> <tbody> <tr><td>1/1</td><td>2/3</td><td>10</td></tr> <tr><td>2/4</td><td>3/9</td><td>9</td></tr> <tr><td>3/10</td><td>4/11</td><td>8</td></tr> <tr><td>4/12</td><td>5/14</td><td>7</td></tr> <tr><td>5/15</td><td>6/16</td><td>6</td></tr> <tr><td>6/17</td><td>7/19</td><td>5</td></tr> <tr><td>7/20</td><td>8/21</td><td>4</td></tr> <tr><td>8/22</td><td>9/23</td><td>3</td></tr> <tr><td>9/24</td><td>10/26</td><td>2</td></tr> <tr><td>10/27</td><td>11/28</td><td>1</td></tr> <tr><td>11/29</td><td>12/31</td><td>0</td></tr> </tbody> </table> <p>(Amended 1-1-91)</p> <table border="0"> <thead> <tr> <th><u>Subsequent Calendar Years Following Date of Employment</u></th> <th><u>Workdays With Pay</u></th> </tr> </thead> <tbody> <tr><td>2-5 years</td><td>10</td></tr> <tr><td>6-15 years</td><td>15</td></tr> <tr><td>16-21 years</td><td>20</td></tr> <tr><td>22-29 years</td><td>25</td></tr> <tr><td>30+ years</td><td>30</td></tr> </tbody> </table> <p>(Amended 1-1-91)</p>	<u>Hire Date</u>			<u>From</u>	<u>To</u>	<u>Vacation Include Days</u>	1/1	2/3	10	2/4	3/9	9	3/10	4/11	8	4/12	5/14	7	5/15	6/16	6	6/17	7/19	5	7/20	8/21	4	8/22	9/23	3	9/24	10/26	2	10/27	11/28	1	11/29	12/31	0	<u>Subsequent Calendar Years Following Date of Employment</u>	<u>Workdays With Pay</u>	2-5 years	10	6-15 years	15	16-21 years	20	22-29 years	25	30+ years	30	<p>Vacation days are based on actual hours worked divided by the number of work hours in a year, which is 2080.</p> <p><i>Example:</i> In the sixth year of service, employee worked 1,040 hours.  <math>1040/2080 \times 120 = 60</math> hrs.</p> <p>The employee would receive 60 hours of prorated vacation in their seventh year of service.</p>	<p><i>Example:</i> In their sixth year of service, employee worked 1040 hours.  <math>1040/2080 \times 120 = 60</math> hrs.</p> <p>The employee would receive 60 hours of vacation in his/her seventh year of service.</p>
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<b>VACATION</b>	<b>For all bargaining unit employees, please refer to the appropriate union agreement. Title 111, Physical; Title 8, Clerical; Title 9, ESC; Title 8, IUSO.</b>				
	<i>Flex Full-Time</i>	<i>Flex Part-Time</i>	<i>Bargaining Unit Full-Time</i>	<i>Bargaining Unit Part-Time</i>	<i>Bargaining Unit Intermittent</i>
<b>Vacation Exceptions</b>	<p><i>An employee who misses work due to leave of absence, lay-off or LTD shall not earn 1/12th of earned vacation for each 22 consecutive absent workdays.</i></p> <p><i>An employee is on Workers' Compensation for 110 cumulative workdays or more in any calendar year shall not earn 1/12th of vacation for each 22 days of absence due to Workers' Compensation. The employee may elect to take days off without pay.</i></p>		<p><i>An employee who misses work due to leave of absence, lay-off or LTD shall forfeit 1/12th of earned vacation for each 22 consecutive absent workdays.</i></p> <p><i>An employee is on Workers' Compensation for 110 cumulative workdays or more in any calendar year shall forfeit 1/12th of vacation for each 22 days of absence due to Workers' Compensation. The employee may elect to take the forfeited days off without pay.</i></p>		
<b>Service Anniversary</b>	<p>Employees receive an additional five days of service anniversary vacation in the year they complete 25 years of service.</p> <p>Service anniversary vacation is awarded each 5th calendar year after 25 years of service.</p> <p>All service anniversary days MUST be used in the year granted and MAY NOT be deferred.</p> <p>Employee must work in the year that service anniversary is granted.</p>	<p>Eligible to receive additional service anniversary vacation in the year they complete 25 years of service of employment each 5 years thereafter.</p> <p>All service anniversary days MUST be used in the year earned and MAY NOT be deferred</p> <p>Employee must work in the year that service anniversary is granted.</p>	<p>In the fifth calendar year and each fifth year thereafter, employee will receive a service anniversary week of vacation.</p> <p>Eligibility: Must be on active payroll (including sick leave, vacation and Worker's Comp of less than 110 cumulative workdays in a calendar year) as of <i>December 31</i>, preceding the anniversary year and must work in the year in which the service anniversary is granted.</p> <p>All service anniversary days MUST be used in the year earned and MAY NOT be deferred.</p> <p>Employee must work in the year that service anniversary is granted.</p>	Does not apply.	Does not apply.

<b>VACATION</b>	For all bargaining unit employees, please refer to the appropriate union agreement. Title 111, Physical; Title 8, Clerical; Title 9, ESC; Title 8, IUSO.				
	<i>Flex Full-Time</i>	<i>Flex Part-Time</i>	<i>Bargaining Unit Full-Time</i>	<i>Bargaining Unit Part-Time</i>	<i>Bargaining Unit Intermittent</i>
<b>Bonus Vacation</b>	Does not apply.	Does not apply.	<p>In each of the first five calendar years, an employee using 40 hours or less of paid or unpaid sick leave in the preceding year shall receive one day of additional vacation.</p> <p>In the tenth calendar year of employment and each fifth year thereafter, an employee may qualify for 40 hours of additional vacation. To qualify the employee must have accumulated at least 200 hours of sick leave over the prior five years.</p> <p>Employee must work in the year that bonus vacation is granted. All bonus vacation MUST be used in the year earned and may not be deferred.</p>	Does not apply.	Does not apply.
<b>Deferring Vacation</b>	May defer up to one year's earned annual vacation.				

<b>VACATION</b>	<b>For all bargaining unit employees, please refer to the appropriate union agreement. Title 111, Physical; Title 8, Clerical; Title 9, ESC; Title 8, IUSO.</b>				
	<i>Flex Full-Time</i>	<i>Flex Part-Time</i>	<i>Bargaining Unit Full-Time</i>	<i>Bargaining Unit Part-Time</i>	<i>Bargaining Unit Intermittent</i>
<b>Flex Days</b>	<p>Employees may purchase up to five extra vacation days. Employees must use their current earned annual vacation before using Flex Days. New employees who do not qualify for vacation may use Flex Days prior to receiving vacation allowances.</p> <p>Flex Days may be used in one hour increments.</p> <p>Requests to sell Flex Days <b>must</b> be into payroll before December 1st of the current year.</p> <p>Any unused Flex Days not used before the end of the year <u>or</u> not requested to be sold prior to Dec. 1, will not be refunded at the end of the year.</p>	<p>Employees may purchase up to five extra vacation days. Employees must use their current earned annual vacation before using Flex Days. New employees who do not qualify for vacation may use Flex Days prior to receiving vacation allowances.</p> <p>Flex Days may be used in one hour increments.</p> <p>Requests to sell Flex Days <b>must</b> be into payroll before December 1st of the current year.</p> <p>Any unused Flex Days not used before the end of the year <u>or</u> not requested to be sold prior to Dec. 1, will not be refunded at the end of the year.</p>	Not applicable.		
<b>Payout Policy</b>	<ul style="list-style-type: none"> <li>• Upon termination or lay-off, payment is issued for all unused current and deferred vacation, service anniversary vacation and Flex Days.</li> <li>• Employees will be paid vacation allowance of 1/12 of next annual vacation for each 22 days worked in the year employment terminates.</li> </ul>				



## MISCELLANEOUS TIME-OFF

<b>ADOPTION</b>	For all bargaining unit employees, please refer to the appropriate union agreement. Section 101.12 Physical; Section 6.12, Clerical; Section 12.13, ESC; Section 6.10, IUSO.				
	<i>Flex Full-Time</i>	<i>Flex Part-Time</i>	<i>Bargaining Unit Full-Time</i>	<i>Bargaining Unit Part-Time</i>	<i>Bargaining Unit Intermittent</i>
<b>Eligibility</b>	Upon completion of six months of continuous service.		Upon attaining regular status.		
<b>Benefit</b>	Employee may be granted up to one workday off with pay for court appearances in connection with child adoption procedures.  Employees with less than six months of service may be granted the same time off <b>without pay</b> .	Part-Time employees may be granted time off with pay for the number of hours scheduled to work on that workday.  Employees with less than six months of service may be granted the same time off <b>without pay</b> .	Regular employees will be allowed up to 8 hours time off (as necessary) for court appearances in connection with child adoption procedures. Such time may be taken in increments of one hour or more.		

## DRAFT REGISTRATION

	<i>Flex Full-Time</i>	<i>Flex Part-Time</i>	<i>Bargaining Unit Full-Time</i>	<i>Bargaining Unit Part-Time</i>	<i>Bargaining Unit Intermittent</i>
<b>Eligibility</b>	Upon completion of six months of continuous service.		<i>Union agreements are silent.</i>		
<b>Benefit</b>	Employee may be granted a maximum of two hours with pay if required to register for the draft.  Employees with less than six months of service receive the same time off <b>without pay.</b>	Employee may be granted a maximum of two hours with pay if required to register for the draft.  Employees with less than six months of service receive the same time off <b>without pay.</b>			

<b>FUNERAL</b>	<b>For all bargaining unit employees, please refer to the appropriate union agreement. Section 101.9 Physical; Section 6.9, Clerical; Section 12.10, ESC; Section 6.7, IUSO.</b>				
	<i>Flex Full-Time</i>	<i>Flex Part-Time</i>	<i>Bargaining Unit Full-Time</i>	<i>Bargaining Unit Part-Time</i>	<i>Bargaining Unit Intermittent</i>
<b>Benefit</b>	<p>Employee may be granted three workdays off with pay to attend the funeral of an immediate family member. The three workdays include the time the body may lie in state, the day of the funeral and the time necessary to travel to and from the funeral. (see list of family members under bargaining unit section)</p> <p>Employees may also be granted unused Vacation, Floating Holidays or Flex days to extend funeral leave.</p> <p>When death is other than immediate family member, employee may be granted one workday off with pay to attend the funeral.</p> <p>Employees with less than six months service may be granted time off as listed above <b>without pay</b>. Employee may elect to use Flex days.</p>	<p>Part-time employees may be granted time off with pay for the number of hours scheduled to work during the three days.</p> <p>Employees may also be granted unused Vacation, Floating Holidays or Flex days to extend funeral leave.</p> <p>When death is other than immediate family member, employee may be granted time off for the number of hours scheduled to work on the day of the funeral.</p> <p>Employees with less than six months service may be granted time off as listed above <b>without pay</b>. Employee may elect to use Flex days.</p>			<p>If at all possible, a regular employee will be granted time off with pay necessary to attend the funeral of a member of the immediate family, including the time the body may lie in state and the day of the funeral, and the time necessary to travel to and from the location of the funeral, but not to exceed three workdays. Unused vacation or floating holidays may be granted to extend an employee's funeral leave beyond the three days provided for above or personal time off without pay for the time needed will be granted. The immediate family shall be limited to: an employee's spouse, parent, grandparent, grandparent-in-law, parent-in-law, child, grandchild, son-in-law, daughter-in-law, stepchild, brothers, sisters, half-brothers, half-sisters, foster parents, step-parents, aunts, uncles, or an individual who was a member of the employee's immediate household at the time of death.</p> <p>Consistent with the Company's operational needs, a regular employee may be granted the time off with pay necessary to attend the funerals of other persons the employee may reasonably deemed to owe respect, but not to exceed one day.</p> <p>Employees who have not attained regular service may be granted time off as listed above <b>without pay</b>.</p>

<b>JURY DUTY</b>	<b>For all bargaining unit employees, please refer to the appropriate union agreement. Section 101.10 Physical; Section 6.10, Clerical; Section 12.11, ESC; Section 6.8, IUSO.</b>				
	<i>Flex Full-Time</i>	<i>Flex Part-Time</i>	<i>Bargaining Unit Full-Time</i>	<i>Bargaining Unit Part-Time</i>	<i>Bargaining Unit Intermittent</i>
<b>Eligibility</b>	Upon completion of six months of continuous service.		Upon attaining regular status.		
<b>Benefit</b>	Employee summoned for jury duty will be allowed the necessary time off with pay for service that occurs within the regular scheduled workday.  Employees with less than six months service may be granted time off as listed above without pay.	Part-time employees may be granted time off with pay for the number of hours scheduled to work during the workday and workweek.  Employees with less than six months service may be granted time off as listed above without pay.	Regular employees will be allowed the necessary time off with pay for jury duty which occurs within their scheduled working hours during the basic workweek.  Employees with less than six months service may be granted time off as listed above without pay.		
<b>Reporting</b>	Employee shall advise their supervisor as soon as possible following the receipt of notice to report for jury duty.  Employee must report to work on non-court days. Employee may be asked to provide update on trial schedule and court appearances.  Employee must return to work if the dismissal from court occurs on the employee's regular workday and the time allows the employee to work two hours or more before the conclusion of his/her regular work schedule.		Employees shall advise their supervisor on the workday following receipt of notice that they are required to report for jury duty service. The employee may be required to provide receipt of such notice to their supervisor.  Employee must report to work on non-court days. Employee may be asked to provide update on trial schedule and court appearances.  Employee must return to work if the dismissal from court occurs on the employee's regular workday and the time allows the employee to work two hours or more before the conclusion of his/her regular work schedule.		

<b>PERSONAL TIME-OFF</b>					
	<i>Flex Full-Time</i>	<i>Flex Part-Time</i>	<i>Bargaining Unit Full-Time</i>	<i>Bargaining Unit Part-Time</i>	<i>Bargaining Unit Intermittent</i>
<b>Eligibility</b>	Upon completion of six months of continuous service.		Union agreements are silent.		
<b>Benefit</b>	<p>Employees may be granted time-off <b>with pay</b> for personal reasons deemed urgent and/or substantial by the employee's supervisor.</p> <p>Employees may also be granted time-off <b>without pay</b> for personal reasons deemed urgent and/or substantial by the employee's supervisor.</p> <p>Personal time-off may be used in conjunction with Reward and Recognition Program</p>	<p>Employees may be granted time-off <b>with pay</b> for personal reasons deemed urgent and/or substantial by the employee's supervisor.</p> <p>Employees may also be granted time-off <b>without pay</b> for personal reasons deemed urgent and/or substantial by the employee's supervisor.</p> <p>Personal time-off may be used in conjunction with Reward and Recognition Program</p>	<p>May be authorized by Manager up to two days per calendar year. Time off without pay may be granted under the leave of absence provisions for urgent and substantial reasons. Cannot exceed ten consecutive days without filing a Leave Absence application.</p>		

