

## TITLE 111. VACATIONS

### 111.1 DEFINITIONS

- (a) **Eligibility:** The provisions of this Title apply only to regular employees.
- (b) **A Regular Employee** is an employee who has fulfilled the applicable requirements of Section 106.5 of this Agreement.
- (c) **Earned Vacation Allowance** is the number of paid vacation hours which an employee has earned in the calendar year. The number of paid vacation hours will be determined by the straight-time hours worked in the calendar year and years of employment. An employee may not have more vacation hours than twice their annual accrual rate in their vacation account as of December 31. Excess vacation hours will be paid annually by the end of February beginning in February 2010, based on excess vacation as of December 31 of the prior year and will be paid at the current rate of pay. (Amended 1-1-09)

### 111.2 VACATION ALLOWANCE

- (a) Employees in their first year of Service, accrue vacation on paid straight time hours at the rate of 80 hours per year. A regular employee shall be entitled to take vacation with pay accrued in accordance with the table in Subsection 111.2(b). (Amended 7-25-12)
- (b) In the subsequent calendar years a regular employee shall be entitled to vacation with pay in accordance with the following table:

EARNED ANNUAL VACATION	
SERVICE ANNIVERSARY YEAR	NUMBER OF VACATION DAYS (HOURS) EARNED
Up to 1 Year	1-10 days (0 to 80 hours)
1 – 4 Years	10 days / 80 hours
5 - 14 Years	15 days / 120 hours
15 – 20 Years	20 days / 160 hours
21 - 28 Years	25 days / 200 hours
29 or more Years	30 days / 240 hours

(Amended 1-1-09)

- (c) (Deleted 1-1-91)
- (d) (Deleted 1-1-91)
- (e) (Deleted 1-1-91)
- (f) (Deleted 1-1-91)

### 111.3 SERVICE ANNIVERSARY VACATION - BONUS VACATION

- (a) In the fifth calendar year following his/her employment date and in each fifth calendar year thereafter, Company shall grant each employee a service anniversary vacation of 40 hours. A service anniversary vacation shall be in addition to the annual vacation allowance set forth in Section 111.2 above to which the employee may be otherwise entitled in that calendar year and the employee acquires no right as to all or any part of the service anniversary vacation unless the employee works in the calendar year in which it is granted. The service anniversary vacation, as herein provided, vests on the first day of each calendar year in which an employee qualifies for a service anniversary vacation. (The provisions of this Section shall not apply to part-time or intermittent employees.) (Amended 7-25-12)
- (b) In each of the first five calendar years following his/her employment date, an employee who has used 40 hours or less of paid or unpaid sick leave in the preceding year shall be entitled to 8 hours of bonus vacation in addition to any vacation allowance the employee is entitled to as set forth in Section 111.2. An employee must complete one year of Service before becoming qualified for such hours. In the tenth calendar year following an employee's employment date and in each fifth calendar year thereafter, an employee who has used 200 hours or less of sick leave during the five preceding calendar years shall be entitled to 40 bonus hours of vacation in addition to the vacation allowance the employee is entitled to as set forth in Section 111.2. In determining the

number of sick hours used in computing 200 hours or less, no more than 80 hours will be charged to the employee in any one year. The bonus vacation, as herein provided, vests on the first day of each year in which an employee qualifies for a bonus vacation. An employee acquires no right to all or any part of the bonus vacation unless such employee works in the calendar year in which it is granted. (The provisions of this Section shall not apply to part-time or intermittent employees.) (Amended 7-2512)

#### **111.4 PART-TIME AND INTERMITTENT REGULAR EMPLOYEES**

A regular part-time or intermittent employee shall earn an annual vacation allowance as determined in the foregoing Section 111.2, but such allowance will be based on the ratio of the total straight-time hours worked by the employee in a year to 2,080 hours. (Amended 1-1-91)

#### **111.5 FORFEITURE OF VACATION**

(a) An employee who is absent for 240 cumulative hours or more in any calendar year by reason of leave of absence or layoff without pay for any reason, or for 880 hours or more in any calendar year by reason of industrial disability, shall cease accruing vacation until the employee returns to work. An employee may, at his/her option, take the full vacation to which the employee would be otherwise entitled, in which event the employee shall receive no vacation pay for the number of hours of vacation forfeited as herein determined. (Amended 1-1-09)

(b) If any absence is for less than 240 cumulative hours in duration because of leave of absence, or layoff without pay for any reason, or is for less than 880 hours in duration because of industrial disability, an employee shall be entitled to a full vacation as provided for in Section 111.2. (Amended 1-1-09)

(c) (Deleted 1-1-09)

(d) The provisions of this Section do not apply to part-time employees.

#### **111.6 VACATION ALLOWANCE WHEN LAID OFF FOR LACK OF WORK**

An employee who has qualified for a vacation, and who is laid off for lack of work, shall be paid a vacation allowance under the provisions of Section 111.7. Thereafter if the employee returns to work and Service is not deemed to be broken under the provisions of Title 106, vacation shall be computed on the basis of Subsection 111.2(b). (Amended 1-1-09)

#### **111.7 TERMINATION OF EMPLOYMENT**

(a) Any employee who terminates Service with the Company for any reason shall be paid for all accrued vacation at the employee's most current rate of pay. (Amended 1-1-09)

(1) (Deleted 1-1-09)

(2) (Deleted 1-1-09)

(3) (Deleted 1-1-09)

(b) (Deleted 1-1-09)

#### **111.8 HOLIDAYS DURING VACATION**

If any of the holidays enumerated in Section 103.1 occurs during an employee's vacation it shall not be counted as one day of vacation. The employee shall receive pay for the holiday as such. If a holiday occurs on a non-workday in conjunction with an employee's vacation, the provisions of Section 103.6 shall be applicable. (Amended 1-1-84)

#### **111.9 PAY COMPUTATION**

(a) Except as otherwise provided in Subsections 111.9(b) and (c), vacation pay shall be computed at the straight rate of pay applicable to the employee's regular classification as of the time vacation is taken. (Amended 1-1-91)

(b) The vacation pay of an employee who works in other than his/her regular classification on a time card basis shall be based on the rate of pay of such employee's regular classification. (Amended 1-1-91)

(c) The vacation pay of an employee who is temporarily upgraded at the time his/her vacation begins on other than a time card basis shall be based on the rate of pay of the classification to which the employee is temporarily upgraded. In no case, however, shall such upgraded rate of pay apply beyond the expiration date of the temporary upgrade. (Amended 1-1-91)