

ARTICLE 24.000 VACATION

24.100 The vacation year for vacation purposes is the employee's seniority date.

24.200 Regular full-time employees accrue vacation time at the rate of four (4) hours per pay period. Bonus days will be accrued according to the following schedule:

<u>LENGTH OF SERVICE</u>	<u>BONUS DAYS EARNED</u>
Hired through end of two years	No bonus days
Beginning of year 3	1 bonus day (8 hours) = (0.31 hrs. per pay period)
Beginning of year 4	2 bonus days (16 hours) = (0.62 hrs. per pay period)
Beginning of year 5	3 bonus days (24 hours) = (0.93 hrs. per pay period)
Beginning of year 6	4 bonus days (32 hours) = (1.23 hrs. per pay period)
Beginning of year 7	5 bonus days (40 hours) = (1.54 hrs. per pay period)
Beginning of year 8	6 bonus days (48 hours) = (1.85 hrs. per pay period)
Beginning of year 9	7 bonus days (56 hours) = (2.16 hrs. per pay period)
Beginning of year 10	8 bonus days (64 hours) = (2.47 hrs. per pay period)

24.300 Permanent part-time employees will be entitled to paid vacation days proportionate to the time actually worked. No employee may accumulate vacation days in excess of those earned during the two most recent years of employment without Vice President's approval.

24.400 Vacation days earned during the first four (4) months of employment will be accredited to the employee after the successful completion of the probationary period.

24.500 An employee's vacation pay will be at their current rate of pay and may be used in six-minute increments.

24.600 An employee who has completed the probationary period and gives a two-week notice of intent to leave, or is discharged by the Employer, will be paid for vacation time which has accumulated under the above plan.

24.700 Vacation hours may be taken at any time during the year and in any quantity the employee desires with the approval of the employee's immediate supervisor. When two or more employees request the same vacation period, the more senior employee within that office/department will be granted the request, as long as the request is submitted in compliance with established procedures of the office/department in which the employee works. The supervisor shall respond within five (5) working days after the employee's request.

24.800 Vacation time accrues during time worked and during paid absences covered by this Agreement. Vacation time does not, however, accrue during unpaid leaves of absence or layoff.

24.900 No cash payment or other benefits shall be made to employees in lieu of vacation leave except in cases of proper termination.