



POLICY:

Chatham Area Transit recognizes that employees have diverse needs for paid time off from work. As such, all eligible employees are entitled to paid vacation time as outlined below.

POLICY SPECIFICS:

- Vacation time is accrued on a monthly basis.
- A vacation year is defined as the period beginning January 1 and ending on December 31.
- Vacation leave may be carried over from year to year, up to a maximum of 240 hours.
- Employees will not be allowed to pyramid leave hours with other benefits paid by the Authority, i.e., an employee may not be paid workers' compensation and use sick, vacation leave or personal holidays at the same time or an employee may not use sick, vacation or personal leave while receiving disability benefits paid by the Authority.

Vacation Schedule

A new hire accrues vacation days based on the number of months they actually work within their first calendar year. All other employees accrue vacation days each month according to the schedule below.

Calendar Years of Employment	Total Hours Year/Hours accrued per pay period
1 – 5	80 hours (3.08 hours)
6 – 10	120 hours (4.62 hours)
11 – 20	160 hours (6.15 hours)
21+	200 hours (7.69 hours)

The above noted vacation schedule shall be followed for all employees unless otherwise noted in their employment offer letter, employment contract or other agreed upon document outlining an individual's specific terms and conditions of employment.

Administrative Leave

The Authority understands that its salaried employees work outside the standard 40 hour work week throughout the year. In recognition of hours provided above and beyond a standard work week, salaried employees will be granted 40 hours of Administrative Leave annually. The Administrative Leave is a totally discretionary benefit which must be approved by the employee's department director annually. Administrative Leave is a "use-it or lose-it" annual benefit and shall not be paid out upon resignation/termination of employment.

General

In order to receive the monthly accrual for vacation time you must have worked at least 50% of your regularly assigned work days for the month.

Vacation days should be scheduled in advance and approved by your supervisor and recorded with the Corporate Director of Human Resources. Employees must take vacation time in increments of at least four hours. In general, the Company tries to allow employees to schedule vacation at their convenience.

From a practical standpoint, however, the Company reserves the right to determine when vacations may be taken based upon business needs.



CHATHAM AREA TRANSIT

Vacation

Effective Date: July 1, 2014

Payment upon Termination

Upon termination of employment, any accrued and unused vacation time will be paid to employee unless otherwise specified in the general provisions above.

APPLIES TO:

All full time, non-union employees of Chatham Area Transit Authority.

