

Guideline 5-301B: Other Administrative Officers

I. Purpose and Scope

To outline the Vacation Leave Benefits for Employees grandfathered into the "Other Administrative Officers" category of vacation benefits.

A. Vacation Accrual Rates

1. Employees grandfathered into the Other Administrative Officers vacation leave benefit receive vacation leave as follows:
 - a. For 0 through 5 years of service: 12 vacation hours per month (18 eight-hour days per year).
 - b. For 6 through 10 years of service: 13.33 vacation hours per month (20 eight-hour days per year). Increased vacation leave begins in the first month following an individual's fifth Leave Accrual Effective Date.
 - c. For 11 through 15 years of service: 15.33 vacation hours per month (23 eight-hour days per year). Increased vacation leave begins in the first month following an individual's tenth Leave Accrual Effective Date.
 - d. For 16 or more years of service: 16.67 vacation hours per month (25 eight-hour days per year). Increased vacation leave begins in the first month following an individual's fifteenth Leave Accrual Effective Date.

- B. Employees grandfathered into the Other Administrative Officers vacation leave benefit may accumulate and carry forward to each new calendar year unused vacation leave which does not exceed 240 hours plus the Employee's current annual vacation leave entitlement. During the subsequent calendar year an Employee may earn and accumulate additional vacation hours. However, if the additional vacation hours are not used by December 31 of the subsequent year,

any accrued vacation leave in excess of that which may be carried forward will be eliminated from the Employee's accrued vacation leave balance.

- C. Vacation leave accrued by Employees grandfathered into the Other Administrative Officers vacation leave benefit is paid out at termination in accordance with Rule 5-301A, III.E.7.