

Binghamton-Johnson City Joint Sewage Board
Policies and Benefits for Salaried/Management Staff
(amended effective: January 1, 2013)

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3. A. (Applicable to Employees Hired Before 2013) Vacation with No Reduction in Salary

- Salaried and management staff employees who have completed six calendar months of service since their date of hire shall be entitled to vacation with no reduction in salary as described below. (An individual promoted to a salaried or management staff position from an hourly position shall be entitled to carry forward all accrued vacation time, which time shall thereafter be administered under the policy and procedures set forth below).
- Vacation time is accrued as follows:
 - a) **One half-day** for each full payroll period that the employee works during each year, **up to a maximum of 13 days** in any calendar year, *plus*
 - b) On each anniversary of a salaried staff employee's hire date, **one full day** for each year of continuous service completed, **up to a maximum of seven days** at the beginning of the employee's eighth year of service.
- Provided a salaried or management staff employee has completed six calendar months of service since his or her date of hire, vacation time is available for use upon accrual in accordance with the procedures described below.

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- Additionally, when a salaried or management staff employee completes four years of continuous service at the Plant, he or she is entitled to receive advance credit for projected vacation time through the end of the current calendar year immediately and, thereafter, shall be entitled to receive advance credit for projected annual vacation time on January 1st of each year, which credit shall immediately be available for use in accordance with the procedures described below.
- Vacation requests will be submitted to the Superintendent and approved by the Superintendent (or, in the case of the Superintendent, submitted to the Board's Chairman for approval by the Board's Executive Committee) based on (i) the operational needs of the Plant, (ii) a first-come/first-served basis, and (iii) seniority of service with the Plant.
- In 2013 and 2014, a salaried or management staff employee continuing in the active employ of the Board may elect to "sell back" and receive cash payment for up to seven and one-half (7½) days of accumulated unused vacation leave credits at the end of the calendar year, in increments of not less than one-half (½) day. Payment shall be at the employee's then-current weekly salary as of the end of the calendar year in which sold and shall be treated as additional compensation for income tax purposes. Beginning in 2015 and subsequent years, a salaried or management staff employee may instead elect to "sell back" and receive cash payment for up to ten (10) days accumulated unused vacation leave credits in like manner.
- At the end of any calendar year, a salaried or management staff employee may elect to carry over up to ten (10) days of accumulated unused/unsold vacation leave credit to the following calendar year, in increments of not less than one-half (½) day.
- A salaried or management staff employee discharged for cause will not be entitled to payment for any vacation leave credit accruals. Upon the death of a salaried or management staff employee, or separation from service other than by discharge for cause, all of the employee's posted vacation shall be paid to the employee, or the employee's estate, as the case may be, computed based on the salaried or management staff employee's then-current weekly salary, which shall be divided by 5, with the result then being multiplied by the number of days (including fractions of days) being paid out.

B. (Applicable to Employees Hired After 2012) Vacation with No Reduction in Salary

- Salaried and management staff who have completed six calendar months of service since their date of hire shall be entitled each year to a vacation with no reduction in salary as described below. (An individual promoted to a salaried or management staff position from an hourly position shall be entitled to carry forward all accrued vacation time, which time shall thereafter be administered under the policies and procedures set

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forth below).

- Vacation time is accrued as follows:

Any unauthorized absence and all other time that an employee is absent without pay including, but not limited to, military leave, Workers Compensation leave, disability leave and/or leave under the *Family and Medical Leave Act*, shall not be counted in calculating accrual of vacation leave credit. Vacation leave credits shall be calculated on a calendar year basis (January 1 through December 31) based on the employee's work history during the prior calendar year (for example, an employee's 2012 work history shall be used to calculate vacation leave credits posted January 1, 2013, etc.), as follows:"

- 1) **One-half day** for each biweekly payroll period that the employee worked during the prior calendar year **up to 13 days, plus**
- 2) **An additional full day** for each full year of service completed as of the anniversary of the employee's date of hire occurring in the prior calendar year, **up to a maximum of seven (7) additional days.**

- Vacation leave credits computed under the preceding paragraph will be posted to each employee's vacation leave credit record at the beginning of each calendar year.
- Provided a salaried or management staff employee has completed six calendar months of active employment since his or her date of hire, vacation time is available for use upon posting in accordance with the procedures described below.
- Posted vacation leave credits may not be used in increments of less than one-half day.
- Vacation requests shall be submitted to the Superintendent and approved by the Superintendent (or, in the case of the Superintendent, submitted to the Board's Chairman for approval by the Board's Executive Committee) based on (i) the operational needs of the Facilities, (ii) a first-come/first-served basis, and (iii) seniority of continuous service.
- In 2013 and 2014, a salaried or management staff employee continuing in the active employ of the Board may elect to "sell back" and receive cash payment for up to seven and one-half (7½) days of accumulated unused vacation leave credits at the end of the calendar year, in increments of not less than one-half (½) day. Payment shall be at the employee's then-current weekly salary as of the end of the calendar year in which sold and shall be treated as additional compensation for income tax purposes. Beginning in 2015 and subsequent years, a salaried or management staff employee may instead elect to "sell back" and receive cash payment for up to ten (10) days accumulated unused vacation leave credits in like manner.

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- At the end of any calendar year, a salaried or management staff employee may elect to carry over up to ten (10) days of accumulated unused/unsold vacation leave credit to the following calendar year, in increments of not less than one-half (1/2) day.
- A salaried or management staff employee discharged for cause will not be entitled to payment for any vacation leave credit accruals. Upon the death of a salaried or management staff employee, or separation from service other than by discharge for cause, all of the employee's posted vacation shall be paid to the employee, or the employee's estate, as the case may be, computed based on the salaried or management staff employee's then-current weekly salary, which shall be divided by 5, with the result then being multiplied by the number of days (including fractions of days) being paid out.

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