

Article XXI – Vacation

21.1 The employees shall be granted the following vacation schedule:

Years of Service	Hours Vacation
0-1	48
2	96
3	104
4	112
5	120
6-7	128
8-9	136
10-11	144
12	152
13	160
14	168
15	176
20 or more	200

21.2 All vacation pay shall be accrued. Maximum carry-over provisions for vacation are as follows:

0-5 years of employment	120 hours maximum
6-10 years of employment	210 hours maximum
11+ years of employment	300 hours maximum

In the event an employee’s employment is terminated for any reason, the employee shall receive upon their termination the vacation pay to which the employee is entitled at the time on a prorated basis. No more than four consecutive weeks of vacation can be taken at any one time. All vacations, in excess of three (3) days, must be arranged at least thirty (30) days in advance, and the times of such vacation shall be subject to the approval of the department head.

21.3 In computing vacation pay, length of service shall be figured from the anniversary date of the employee.