

EMPLOYEE LEAVE

VACATION

Because RAILS recognizes the importance of vacation leave in providing the opportunity for rest, recreation, and personal activities, RAILS grants paid vacation leave. The amount of vacation to which employees are entitled depends on their length of service as of their anniversary date.

Eligibility

Vacation leave is provided to all regular full-time employees and regular part-time employees who work at least 20 hours per week on a consistent basis.

For record-keeping purposes, RAILS will issue employees' vacation days up front twice a year on January 1 and July 1. For example, if an employee is eligible for 15 days of vacation, they would receive 7.5 days (56.25 hours) on January 1, and then another 7.5 days on July 1. Vacation is received upon hire- successful completion of the 60-day probationary period or transfer into an eligible position, as noted above. An employee may use their vacation leave at any point during the calendar year; however, vacation is actually granted on the dates specified above. The maximum hours for which employee paid time off accruals are calculated is 37.5 hours per week. An employee who works beyond the standard 37.5 hours on a consistent basis will receive additional vacation time based on their scheduled hours. For example, a 40-hour employee will receive 15 days/ 120.0 hours of vacation.

Vacation leave is prorated for new hires based on start date.

An employee who is on a leave of absence that exceeds four weeks (personal, family/medical, worker's compensation, etc.,) will have their next vacation distribution prorated.

Vacation Rate

Length of service	Vacation Distribution: January 1 and July 1	Total Annual Vacation
0-less than 6 years	7.5 days/56.25 hours	15 days/112.5 hours
6 years	8.0 days/60.0 hours	16 days/120.0 hours
7 years	8.5 days/63.75 hours	17 days/127.5 hours
8 years	9.0 days/ 67.5 hours	18 days/135.0 hours
9 years	9.5 days/71.25 hours	19 days/142.5 hours
10 years or more	10.0 days/75 hours	20 days/150.0 hours

Part-Time Proration

Part-time employees who work at least 20 hours per week on a consistent basis are eligible for prorated paid vacation, depending on the number of hours worked per week. For example, an employee who works 25 hours per week is eligible for the percentage of what a full-time employee is entitled to ($112.5 \text{ hours} \times 25/37.5 = 75 \text{ hours}$) per year. Neither the scheduled number of days worked

per week nor the scheduled hours per day worked are factors in determining the prorated vacation allowance.

Vacation Scheduling

It is each employee's responsibility to schedule and take all vacation received. Employees must receive the permission of their supervisor prior to scheduling and taking vacation leave.

Employees are encouraged to take their vacation in the calendar year of eligibility. However, employees may carry over to a new calendar year no more than 37.5 hours of vacation time as of December 30. Any additional hours over 37.5 will be lost, and the employee will not receive payment for these hours.

Upon termination of employment, employees will be paid for vacation benefits that have been received and unused at the employee's rate of pay at termination.