

GRAYSON RURAL ELECTRIC COOPERATIVE CORPORATION

BOARD POLICY NO. 510

SUBJECT: VACATIONS

- I. To outline rules and regulations involving the amount of vacation due each regular employee and under what circumstances that vacation may be used or saved.

II. POLICY

An employee will be entitled to a vacation with pay in each calendar year based upon the length of his/her continuous service in accordance with the following schedule:

- A. One year but less than eight (8) years of continuous service -- ten (10) work days of vacation.
- B. Eight (8) years or more continuous service -- one additional day of vacation for each additional year of continuous service, including the eighth (8th) year, not to exceed twenty-six (26) work days of vacation.
- C. An employee must complete the full minimum continuous service requirements before becoming eligible to take vacation or additional vacation.
- D. The vacation period shall be on a calendar year basis from January 1 to December 31, inclusive.
 1. An employee may carry forward into the succeeding year a maximum of thirty (30) days of vacation earned, but not taken.
 2. No employee may be credited at the beginning of any calendar year with more than thirty (30) days of previously accumulated vacation. All vacation earned in excess of the thirty (30) day carry-over will be taken with the vacation period.
- E. If a day observed as a holiday occurs during an employee's vacation, such employee shall receive an additional day of vacation.
- F. An employee shall receive eight (8) hours pay at his/her base hourly rate for each day of entitled vacation on his/her last scheduled workday prior to such vacation period.
- G. Vacations are scheduled by the Cooperative to be taken during the vacation period. Preference within a department as to dates will be given on the basis of seniority, provided such preference is indicated prior to February one.
- H. An employee must schedule one consecutive week of vacation each year. All other vacation time can be scheduled and taken in hourly increments with approval of the employee's Department Head/Supervisor.
- I. No pay will be made to an employee in lieu of vacation time, except after an employee becomes eligible for fifteen (15) or more annual vacation days. At the option of the COOPERATIVE, he/she may receive pay at his/her base hourly rate in lieu of five (5) work days (40 hours) of vacation time, not to exceed two (2) weeks per year. For the purpose of this sub-section, overtime rules applicable to vacation time are hereby suspended.

- J. An employee who is laid off, released or discharged or who resigns, will be paid for vacation earned but not taken as of January 1 of the year his/her employment is terminated.
- K. An employee may use accumulated vacation during occupational or non-occupational sick leave time so that he or she can draw a pay check until Short Term Disability, Long Term Disability, or Worker's Compensation commence. The employee may also use vacation to supplement disability payments, not to exceed the amount earned in a 40 hour week. The number of earned vacation days requested during the period would be paid at his/her base hourly rate. Payments are applicable only for the standard working schedule of forty (40) hours per week or eight (8) hours per day, Saturdays and Sundays, and holidays excluded.

An employee who is absent from work because of an occupational disability arising out of and in the course of his/her employment during which time he or she willfully violated company rules and safety guidelines, refused to use safety appliances, or purposely injured themselves shall not be allowed to use vacation time.

- L. An employee who is on Long Term Disability is entitled to receive earned vacation pay either in lump sum or on a weekly basis until all earned vacation days have been paid. Any employee requesting this pay-out would be paid at his/her base hourly rate for earned vacation days in addition to Long Term Disability compensation.
- M. In the event an employee entitled to a vacation dies before he/she has taken that vacation, the person designated as beneficiary of his/her Group Life Insurance shall be entitled to his/her vacation pay.
- N. In case of an emergency, an employee on vacation may be recalled from vacation, and in such event, he/she shall be paid one and one-half (1 1/2) times his/her base hourly rate for actual time worked in addition to vacation pay, or with the approval of the employee's Department Head, equivalent hours may be taken off in lieu thereof.

O. When leaving at normal retirement, vacation will only be accumulated (at the regular rate) up to their normal retirement date or actual date of retirement. Vacation (and/or sick leave) cannot be used to retire before the normal retirement date. Departure for any other reason will cause the employee to forfeit vacation earned for that year.

III. RESPONSIBILITY

- A. It shall be the responsibility of each Department Head to see that his/her employee's vacation schedules are compatible with the work schedules of his/her department and co-workers.
- B. It shall be the responsibility of the President and CEO to see that this policy is adhered to.


Roger L. Trent, Chairman


Billy E. Martin, Secretary/Treasurer

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Date Revised: 05/28/92
Minute Book Page: 2131 – 2133
Date Revised: 07/28/95
Minute Book Page: 2610 – 2612
Date Revised: 01/24/97
Minute Book Page: 2856 – 2858
Date Reviewed: 03/27/98
Minute Book Page: 2991 – 2993
Date Revised: 01/23/03
Minute Book Page: 3463 – 3465
Date Revised: 12/22/05
Minute Book Page: 3809 – 3811
Date Revised: 04/26/07
Minute Book Page: 3972 – 3974
Date Reaffirmed: 04/19/10
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Minute Book Page: 4684 - 4686

Bill & Marie

John & Mary