

ADMINISTRATIVE POLICY NO. 637

1. SUBJECT: ANNUAL LEAVE (VACATION)

2. OBJECTIVE:

2.1. To establish Annual Leave practices and procedures for Beartooth Electric Cooperative, Inc. (BEC).

3. POLICY:

3.1. All employees covered by this policy shall accumulate annual leave on a pay period basis in accordance with the following schedules until a maximum of 25 days (200 hours) has been reached. Annual leave shall be accumulated on a pay period basis:

<u>Period of Service</u>	<u>Days of Leave</u>
Six (6) months	5/yr.
Six (6) months to one (1) year	5/yr.
Two (2) years through Four (4) years	10/yr.
Five (5) years through Ten (10) years	15/yr.
Eleven (11) years	16/yr.
Twelve (12) years	17/yr.
Thirteen (13) years	18/yr.
Fourteen (14) years	19/yr.
Fifteen (15) years	20/yr.
Sixteen (16) years	21/yr.
Seventeen (17) years	22/yr.
Eighteen (18) years	23/yr.
Nineteen (19) years	24/yr.
Twenty (20) years	25/yr.

3.2. The number of days' annual leave with pay which an employee is entitled to receive shall be determined from his/her period of service at the last preceding anniversary date of his/her employment. However, due to the necessity of scheduling annual leave, BEC, at its discretion, may allow an employee the number of days of annual leave determined from his/her period of service at the next succeeding anniversary date of his/her employment.

3.3. If a holiday falls within an employee's annual leave period, he/she shall be granted an additional day of his/her regular annual leave period with the regular pay, or, at the

discretion of management, he/she may be required to work and receive an additional day's pay.

- 3.4. Annual leave allowance upon termination of employment shall be granted as follows: If an employee voluntarily terminates his/her employment or is laid off or discharged, he/she shall receive his/her earned annual leave pay.
- 3.5. Employees are allowed to carry over up to one year's unused annual allowance until a maximum of 25 days (200 hours) has been reached. Annual leave time so accumulated may be taken in the following calendar year. Scheduling annual leave may be scheduled throughout the calendar year and insofar as the requirements of service will permit, schedules will be prepared in such manner as to permit a maximum number of annual leave days during the more desirable annual leave season.
- 3.6. Upon request of an employee, annual leave may be divided into multiple periods during the calendar year.
- 3.7. Break in Service
  - 3.7.1. When an employee leaves the service of BEC for a period of not more than two (2) years and then returns and works for BEC for eight (8) consecutive years, his/her total time worked, both before and after the break in service, shall be considered in determining the number of annual leave days he/she is entitled to receive.

4. RESPONSIBILITY:

- 4.1. Management and Supervisors shall ensure that the provisions of this policy are followed.

Adopted:	02/22/2013	Attest:	<u>          /s/ Richard Nolan          </u>
Revised:	06/30/2015		Secretary/Treasurer
Reference:	LV Policy 602, BEC Policy VI-A-35		
Review Date:	June 2017	Attest:	<u>          /s/ Roxie Melton          </u>
			Board President