

POLICY 7
VACATION AND PERSONAL LEAVE

Rule 7.08 - Make-up Time and Compensatory Time Off/Special Service Credit and Leave
Accrual

Make-up Time

Make-up time performed at the applicable straight time rate pursuant to Rule 6.07 (Make-up Exception to Overtime Premiums) will be regarded as pay status service for purposes of computing service credits and vacation and personal leave accrual. For example, if an employee is making up time for an excused, unpaid absence, the make-up time will be credited as pay status service for the purpose of computing service credits and vacation and personal leave accrual.

Compensatory Time

Any earned compensatory time off used in lieu of regularly scheduled work hours pursuant to Rule 6.02(C), Compensatory Time in Lieu of Overtime Pay, will also be regarded as pay status service for purposes of computing accrual.

Example:

An employee worked a shift from 7:00 a.m. to 3:30 p.m. and was held over on the next shift from 3:30 p.m. to 11:30 p.m. and then took the regular shift off the next day for rest and compensatory time off purposes. The employee would be regarded as in pay status service while on the time off from the regular shift for purposes of computing service credits and vacation and personal leave accrual. The employee would still be entitled to either four (4) hours pay or additional compensatory time off since the second shift worked was eight (8) hours at time and one-half, resulting in either twelve (12) hours pay or compensatory time off, and the next regular shift only used eight (8) hours of the accumulated compensatory time.