

## **General Leave**

### *1.0 Policy*

Ultra Tech provides general leave with pay for full-time hired prior to January 1,1996 for use in times of short term illness and to afford them an opportunity for rest and relaxation.

### *2.0 Scope*

All full-time and part-time employees, hired prior to January 1, 1996, are eligible to use vacation leave.

### *3.0 Accruals*

General leave credit accrues from the date of employment at the following rates (in hours) depending upon the length of service for full-time employees:

#### Years of Service

Years of Service	Accrual Per Pay Period	Maximim Annual Accrual	Maximum Carryover
Less than 4	5.00	120	180
Over 4	6.67	160	240
Officers	6.67	200	300

As an example, an employee who accrues 120 vacation hours per year may carry 60 general leave hours forward to the next year. This maximum vacation carryover is 180. NOTE: General leave accrual will stop if the maximum accrual is reached.

Part-time employees receive pro-rated general leave, based on their regularly scheduled hours.

### *4.0 Procedure*

General leave is generally intended to be used in whole day increments. However, at the discretion of management, it can be used in increments of whole hours, but not fractions thereof.

Requests to use general leave, for instances other than unexpected illness, must be made in writing and directed to the employee's immediate supervisor. Generally such requests should be initiated as early as possible, but not less than two weeks (14 days) prior to the expected date. Management will make every attempt to accommodate reasonable

requests, but reserves the right to refuse requests that place an inordinate burden on the operating department.

General leave requests will be approved on a first come, first served basis.

In no case, however will general leave be advanced before it is earned.

Accrued general leave is payable upon a termination or a leave of absence.