

Article 5: Vacation & Holidays
Applies to Fleet Service Employees Agreement
Article 5.A

A. Vacation

1. The calendar year in which vacation is accrued is “the Accrual Year.” The calendar year in which vacation is scheduled and taken is “the vacation Usage Year.” For all employees (excluding new hire probationary employees), vacation will be scheduled for and taken during the vacation Usage Year beginning January 1 following the Accrual Year in which the vacation was accrued. Employees in probationary status as of January 1 of the vacation Usage Year become eligible to use accrued vacation when they complete probation.

2. Accrual of Vacation. Employees will accrue vacation as follows:

a. A full-time employee in active paid service (including any Authorized Unpaid Time Off (AUTO)) will accrue vacation during the Accrual Year based on the employee’s completed years of vacation seniority (as reflected by the Vacation Seniority Date) as of December 31 of the Accrual Year, as follows:

<u>Completed Years of Service</u>	<u>Vacation Weeks/Hours</u>
Less than 1 year	Up to 1 week/40 hours (prorated)
1 to 8 years	2 weeks/80 hours regular
9 to 15 years	3 weeks/120 hours regular
16 to 23 years	4 weeks/160 hours regular
24 to 28 years	5 weeks/200 hours regular
29 or more years	6 weeks/240 hours regular

b. Beginning on January 1, 2027, a full-time employee in active paid service (including any Authorized Unpaid Time Off (AUTO)) will accrue vacation during the Accrual Year for use in the vacation Usage Year based on the employee’s completed years of vacation seniority (as reflected by the Vacation Seniority Date) as of December 31 of the Accrual Year, as follows:

<u>Completed Years of Service</u>	<u>Vacation Weeks/Hours</u>
<u>Less than 1 year</u>	<u>Up to 1 week/40 hours (prorated)</u>
<u>1 year</u>	<u>2 weeks/80 hours regular</u>
<u>4 years</u>	<u>3 weeks/120 hours regular</u>
<u>11 years</u>	<u>4 weeks/160 hours regular</u>
<u>17 years</u>	<u>5 weeks/200 hours regular</u>
<u>24 or more years</u>	<u>6 weeks/240 hours regular</u>

c. A part-time employee in active paid service will accrue vacation based on (a) the employee’s completed years of vacation seniority (as reflected by Vacation Seniority Date) as of January 1 of the Accrual Year, and (b) the ratio of the employee’s scheduled work hours to a full-time 40 hour work week. In computing scheduled work hours for vacation accrual purposes, the employee will be credited with the greater of scheduled or actual hours paid, including any AUTO.