

401 VACATION LEAVE BENEFITS

Eligible employees are granted vacation leave based upon duration of employment with RIHousing. Eligible employees will accrue vacation leave benefits as of their first day of employment following the below schedule. Vacations are intended to provide time away from work and should ordinarily be taken during the benefit year in which it was earned, subject to the carry over provisions set forth below.

The amount of vacation leave available is based upon the employee's length of service with RIHousing. Eligible employees will accrue vacation leave benefits as of their first day of employment. Vacation leave is earned on a pro-rated basis on the first of each month. Vacation leave is pro-rated for regular part-time employees.

Vacation leave is available according to the following schedule:

<u>Length of Service</u>	<u>Vacation</u>
During the first year	15 days (120 hours)
2 nd and 3 rd year	20 days (160 hours)
4 th through 9 th year (start of the 4 th year)	25 days (200 hours)
10 th year and over (start of the 10 th year)	30 days (240 hours)

Employees will be allowed to carry over one hundred forty (140) hours of vacation leave from one year to the next year at the end of each calendar year. Vacation leave over the one hundred forty (140) hours permitted for carry over will be converted into an equivalent amount of supplemental sick leave. Supplemental sick leave is a reserve established for use in situations involving long-term absences caused by medical conditions and may be used only after all other sick leave has been exhausted. Upon termination, employees will not receive payment for unused supplemental sick leave. Accrued vacation leave benefits may be used to supplement short or long-term disability pay or paternal leave pay during the 60% benefit portion of the medical leave.

Vacations must be planned in advance so that adequate staffing is assured in each Division. Vacation requests should be discussed with your Supervisor who will approve or disapprove your request following review of staffing requirements. Employees should use vacation leave for the observance of religious holidays.

Paid time off for vacation will not be counted as hours worked for the purpose of determining overtime. No vacation leave is earned when an employee is out on long-term disability leave or other extended leave of absence lasting more than ninety (90) days.

If the employee has worked for RIHousing for one year or longer, upon separation from employment, the employee's final paycheck will include payment for any accrued but unused vacation leave. Such payment will not be considered as time worked for further accruals of leave and other purposes.

An employee whose separation occurs after the 15th of the month will accrue leave that month. An employee whose separation occurs before the 15th of the month will not accrue vacation time for that month.

Eligible employees may be advanced vacation time up to 40-hours before it is accrued with the approval of the Division Director in coordination with the Director of Human Resources. If employment is terminated for any reason before the end of the benefit year, the value of any used but unearned vacation will be deducted from the employee's final pay. Should that amount exceed the final pay, it will be the employee's responsibility to immediately reimburse RIHousing for this expense.