

MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.

HOLIDAYS UNIFORM CLOTHING, SICK LEAVE, VACATION AND HOURS OF EMPLOYMENT BOARD POLICY NO. 209

SUBJECT: Fringe Benefit Policies for Nonunion Employees

OBJECTIVES: To establish policies for extension of fringe benefits to non-union employees

POLICY:

It shall be the Policy of the Board of Trustees that holidays, uniform clothing, personal leave time, and hours of employment for nonunion personnel shall be equal to the effective amounts outlined in the IBEW contract for other employees, except compensatory time.

The Manager shall have the authority to approve compensatory time for nonunion personnel. Compensatory time should be set at the same rate of exchange between hours earned and hours granted. Compensatory time must be used within 30 days from the time earned other wise it will be forfeited.

Accumulation of Personal Leave Time – The maximum amount of personal leave time may be accumulated by an employee is 145 days (1160) hours. Any employee who would accumulate amounts in excess of 145 days (1160) hours will be paid at the employees base wage at the end of each calendar year, unless such time is used during such calendar year.

The Board shall be responsible for the enforcement of this policy.

Approved: February 24, 1995

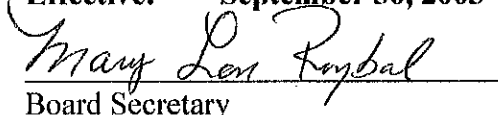
Effective: April 27, 1995

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Amended: September 30, 2003

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Board Secretary