

STONEWOOD TOWERS PROCEDURE NO. 14

SUBJECT: Employee Working Hours, Vacation, Holidays, Sick Time & Bereavement Leave

General:

All employees of Stonewood Towers will be governed by the procedures set forth herein for working hours, vacation, holidays, sick time and bereavement absence. The Property Manager functions for the Association Board as the employer of all Stonewood employees. The Property Manager will ensure that employees observe their scheduled hours of employment and will plan and coordinate temporary variations in working hours as may be needed. The Property Manager will also maintain records to reflect the times and number of hours each employee works each week.

Definitions:

Full-time Employee: An employee who is regularly scheduled to work 30 or more hours per week.

Permanent Part-time Employee: An employee who is regularly scheduled to work less than 30 hours per week.

Temporary Part-time Employee: An employee who is hired to work part-time but not on a regular, permanent scheduled basis.

Working Hours: Stonewood employees will observe the following working hours -

Property Manager: Stonewood's property manager is contracted through a Property Management Company. Normal hours are Monday thru Friday, 8:00 a.m. to 4:30 p.m. with a 30 minutes lunch time. The Property-Manager is permitted the flexibility to randomly adjust his start time, as deemed necessary, in order to provide appropriate supervision of maintenance personnel who start work earlier than 8:00 A.M. Any reduction in hours to the Property Manager's normal 40 hour work week will be coordinated with the Board, the Property Manager and the Property Management Company. The Property Manager is subject to being on call as may be necessary for emergencies or other actions that may be required outside normal working hours, and may be given compensatory time off work accordingly.

Office Personnel: Normal working hours are Monday thru Friday, 9:00 a.m. to 3:30 p.m. with a 30 minute lunch break.

Gate Attendants: Three (3) eight (8) hour shifts per day, seven (7) days per week

Maintenance Employees: The normal work week will consist of Monday thru Saturday. Normal work week hours will consist of 40 hours per week with individual scheduling at the Property Manager's discretion. If required, weekend maintenance support will be at the discretion of the Property Manager. Employees who are needed to work weekends will be given equivalent compensatory time off or have their normal work week staggered to cover the weekend.

Part-Time Employees: Clerical, Maintenance, and/or Gate Attendant assistance as scheduled by the Property Manager.

Overtime: Overtime is work time that is approved for an employee beyond 40 hours of full time employment each week. Overtime hours will be paid at 1.5 times the employee's hourly pay rate.

Vacation Background:

Historically, an employee started accruing paid vacation on the date of their employment and each anniversary date thereafter. Accrued vacation time could not be carried over from one anniversary date to another. Since the Association's annual budget is based on a calendar year (January 1st thru December 31st), this puts the annual budget and vacation accrual cycles out of sync. The desire is to synchronize these two schedules to a calendar year cycle. In order to accomplish this and account for all accrued, vested or earned vacation not taken by December 31st of the employee's anniversary year, the following earned vacation determination procedure shall be followed when each qualifying vacation milestone is achieved.

Authorized Vacation Time:

Authorized vacation for full-time and permanent part-time employees shall be computed based upon the following guidelines:

- Five (5) days (one week) paid vacation after the first full year of employment.
- Ten (10) days (two weeks) paid vacation after two (2) full years of employment.
- Fifteen (15) days (three weeks) vacation after ten (10) full years of employment.
- Full-time employees are paid for vacation time based upon a minimum 30 hour work week, and not more than 40 hours;
- After their first full year of employment, permanent part time employees earn paid vacation time based upon their regular scheduled number of hours worked per week.(see #2 below)
- Vacation time cannot be taken in advance. (see #3 & #4 below)
- Vacation time taken in excess of that earned will be taken without pay.
- Pay is not authorized in lieu of vacation.
- Upon termination of employment after one year of service, the employee is entitled to the pro rata share of any accrued or vested vacation.

Vacation Time Accrual:

- 1) From the date of employment, full-time employees shall accrue paid vacation time as follows:
 - a. **At a rate of 0.15385 hrs. per eight (8) hr. work day** (40 hrs. vacation / yr. ÷ [52 wks./ yr. X 5 days/wk.]) during the first year of employment – THEN
 - b. **At a rate of 0.30769 hrs. per eight (8) hr. work day** (80 hrs. vacation / yr. ÷ [52 wks./yr. X 5 days/wk.]) beginning the third (3rd) year of employment – THEN
 - c. **At a rate of 0.46154 hrs. per eight (8) hr. work day** (120 hrs. vacation /yr. ÷ [52 wks./ yr. X 5 days/wk.]) beginning the eleventh (11th) year of employment.

- 2) From the date of employment, permanent part time employees shall initially accrue paid vacation time at a rate per work day based on the average number of regular weekly hours worked during their first year of employment. For each subsequent year, vacation accrual rate per work day shall be computed based on the average number of regular weekly hours worked during the previous 12 month accruing period.
- 3) Effective January 1, 2018, all full time and permanent part time employees will start accruing vacation on a calendar year basis, and every year thereafter, in accordance with the accrual rates noted in #1 above and the transition procedure described below. All accrued vacation must be taken by December 31st following the date the accrued vacation is eligible to be taken.

Calendar Year Accrual Transition Procedure:

- A. **After First Full Year of Employment:** Any unused accrued / vested vacation hours remaining by December 31st following the employee's first anniversary date, the employee will be allowed A ONE TIME ONLY carryover of the unused vacation hours to January 1st of the year following the year of the employee's first anniversary date. Any carry over hours not used by December 31st of the roll-over year will be forfeited. Then, starting January 1st of the roll-over year employee paid vacation time will start accruing on a calendar year basis.
- B. **Vacation Status Change:** Each time an employee changes vacation status it requires an adjustment in vacation accrual rate (see #1 above) and the conversion of the added vacation accrual cycle from an employee's anniversary date to a calendar year cycle. After an employee's second full year of employment (and after the tenth full year as appropriate), any unused added accrued / vested vacation hours remaining by December 31st of the employee's anniversary year in which their vacation status changed, the employee will be allowed A ONE TIME ONLY carryover of their unused added vacation hours to January 1st of the year following the year of the employee's vacation change anniversary date. This carryover calculation only applies to the additional vacation week earned since their first vacation week has already been synced to a calendar year cycle. Any carry over hours not used by December 31st of the roll-over year will be forfeited. Then, starting January 1st of the roll-over year, all employee paid vacation time will start accruing on a calendar year basis.
- C. **Conversion When Other Than A or B Above:** Any unused accrued / vested vacation hours remaining by December 31st following the employee's current anniversary date, the employee will be allowed A ONE TIME ONLY carryover of the unused vacation hours to January 1st of the year following the year of the employee's current anniversary date. Any carry over hours not used by December 31st of the roll-over year will be forfeited. Then, starting January 1st of the roll-over year employee paid vacation time will start accruing on a calendar year basis.
- D. **Employment Termination during Roll-over Year:** If employment is terminated during the roll-over year, vacation payout shall include any vested roll-over vacation not used by the date of termination plus any unused vacation accrued between January 1st and the date of termination.

With the exception of the "one time only" option noted above, vacation time cannot be carried over from one calendar year to another.

Holidays: The following holidays are authorized with pay for full-time employees after one (1) month of service:

New Year's Day	Labor Day
President's Day	Thanksgiving Day
Memorial Day	Christmas
Independence Day	

Full-time employees, including the full time Gate Attendants, will receive eight (8) hours holiday pay for each holiday listed above provided they satisfy one of the following qualifying criteria:

1. If not scheduled to work on any of the authorized holidays, the employee will receive holiday pay for that day. - OR
2. If a full-time employee is scheduled to work on an authorized holiday, that day must be worked by the employee in order to qualify for the holiday pay. - OR
3. If the holiday falls within the full time employee's normal work week and that employee coordinates coverage for the holiday, the employee will receive holiday pay for that day. - OR
4. If the holiday falls within the full time employee's normal work week and that employee coordinates coverage for the holiday and they elect to take vacation time the day(s) before and/or after an authorized holiday, the employee will receive holiday pay for that day.

Sick Time: Sick time is authorized for full-time and permanent part time employees and is based on the following guidelines:

- a. Authorized four (4) paid sick days yearly beginning January 1st of each year. These four (4) sick days may be taken anytime during the year starting Jan 1st of each year. Any unused sick days cannot be carried over from one calendar year to the next.
- b. Employees whose anniversary, start date falls after January 31st, the number of paid sick days authorized during that first calendar year of employment will be one (1) day for each full quarter remaining by December 31st of the year in which they started employment.
- c. Sick time in excess of what is earned will be charged either as regular vacation time or time off without pay. The decision to be made by the employee.
- d. Upon termination of employment, an employee will not be paid for any unused sick days.

Bereavement Leave:

1. When the death of an employee's immediate family occurs, the Property Manager, with the approval of the Board President, may authorize the employee up to five (5) days of paid leave as deemed appropriate. Immediate family is defined as Parents, Siblings, Children, and Grandchildren.
2. For other than immediate family members, the Property Manager, with the approval of the Board President, may authorize the employee up to five (5) days of unpaid leave as deemed appropriate.
3. The total authorized bereavement leave in any given year shall not exceed five (5) days,

FOR THE BOARD OF ADMINISTRATION