

AN ORDINANCE OF THE MONTEREY PENINSULA AIRPORT DISTRICT PRESCRIBING VACATIONS, OVERTIME, LEAVES OF ABSENCE AND SICK LEAVES, HOLIDAYS, OF OFFICERS AND EMPLOYEES OF THE MONTEREY PENINSULA AIRPORT DISTRICT

THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT DO ORDAIN AS

FOLLOWS:

SECTION I:

Ordinances No. 92, 192, 237 and 249 are hereby cancelled.

SECTION II:

This Ordinance only applies to those employees not covered by a contract of collective bargaining. Those employees shall be bound by terms of their agreement.

SECTION III: DEFINITIONS

- (1) "Working Day" shall be deemed to mean an eight-hour day in the case of all Officers and Employees whether their compensation is fixed by hourly, or monthly rate.
- (2) "Work Week" shall be deemed to consist of five working days.
- (3) "Work Month" shall be deemed to consist of a calendar month.
- (4) "Overtime" shall be deemed to constitute work during any calendar week beyond the established work week.
- (5) "Managerial Staff" shall include the District Manager and Assistant Manager.
- (6) "Leave of Absence" shall be an absence from work without compensation.

SECTION IV: VACATIONS:

Shall be as follows:

- (1) Those officers and employees with less than five (5) years of continuous service shall be entitled to vacation time as follows:
 - a. After first 6 months 1 week (five working days)
 - b. After first year 2 weeks (ten working days)
- (2) Those officers and employees having five years (5) of continuous service shall be entitled to vacation time as follows:
 - a. Fifteen (15) working days per year
- (3) Those officers and employees with ten or more years of continuous service shall be entitled to vacation time as follows:
 - a. Twenty (20) working days
- (4) Employees whose compensation is fixed by an hourly rate shall accumulate vacation as per Section IV: (1) conditioned upon the completion of two (2) months of service within the year, for which no vacation time shall accumulate.
- (5) Vacation time may be accumulated to a total of not more than twenty-two (22) working days by officers and employees whose compensation is fixed by monthly or hourly rate.
- (6) Persons on leave of absence shall not accumulate vacation time during such absence.
- (7) Vacations may be taken without loss of pay by employee to the extent of accumulated vacation time, but the time of vacations of employees shall be fixed by the District Manager, effective the first day of January of that year.

SECTION V: OVERTIME:

The District Manager may authorize overtime work. When overtime work is authorized it may be compensated for in equivalent time off or as follows: 1. If directed by Management, payment shall be at time and one-half for each hour or fraction thereof except for those days designated in Section No. IX as "Holidays" when payment shall be at double time. 2. If requested by employee on voluntary basis, payment shall be computed at the employees established rate of pay or by compensatory time off.

SECTION VI: LEAVE OF ABSENCE:

Leave of absence may be granted by the District Manager to all subordinate officers and employees for a period not to exceed forty-five (45) days. Leaves granted shall be evidenced in writing. Any leaves of absence of District Officers, or for longer period of time may be granted by the Board of Directors. Military leave of absence shall be subject to the provisions of Military and Veteran's Code of the State of California.

SECTION VII: COMPENSATION IN LIEU OF VACATION:

Any officer or employee who terminates his employment, who is discharged or laid off, or dies, and who then has unused and accumulated vacation time, shall be paid for such accumulated vacation time at the regular rate of pay on the effective date of such termination of employment, discharge, lay-off or death.

- a. Officers and employees may accumulate and be paid for up to thirty (30) working days' pay for unused vacation time upon retirement.
- b. In the case of death of an officer or employee, pay for accumulated vacation time shall be made to his personal representative or to those heirs or legatees, entitled to receive the unpaid salary of such deceased person, according to law.

SECTION VIII: SICK LEAVE WITH PAY:

Sick leave with pay shall accumulate for each employee at a rate equal to the accumulated vacation time of such employee. Sick leave may be accumulated to an unlimited amount, provided that a further allowance of sick leave with pay may be fixed by the Board of Directors in any case. Sick leave with pay may be granted by the District Manager in case of bonafide illness of an employee. Evidence may be required in the form of a physician's certificate or otherwise in determining the adequacy of the reason for any employee's absence during the time for which sick leave is requested. Officers and employees may be paid for up to one month's pay for unused sick leave upon retirement. In the event of a death in an employee's immediate family, the employee may be permitted to be absent without deduction in pay for a period that is deemed to be reasonable under the circumstances. In deciding the length of absence, consideration shall be given to the relationship between the employee and the decedent and the amount of time reasonably required to travel to the funeral service. Immediate family shall be understood to mean the employee's parents, children, brother, sister, husband, wife, mother-in-law, father-in-law, as well as other relatives living in the same household with the employee.

SECTION IX: HOLIDAYS

- (1) All officers and employees shall be entitled to the following Holidays.
 - First day of January (New Year's Day)
 - Third Monday in February (Washington's Birthday)
 - Third Monday in May (Memorial Day)
 - Fourth Day in July (Independence Day)
 - First Monday in September (Labor Day)
 - Fourth Monday in October (Veterans Day)
 - Fourth Thursday of November (Thanksgiving Day)
 - Day following Thanksgiving Day
 - Twenty-fourth day of December (Christmas Eve)
 - Twenty-fifth day of December (Christmas Day)

It is the intent of this Ordinance that all officers and employees of the District shall observe the ten (10) holidays set forth above.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT

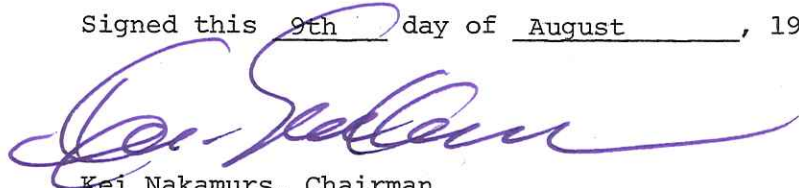
THIS 8th DAY OF August, 1979, by the following roll call vote:

AYES: DIRECTORS: Fry, Schmidt, Smith, Tourangeau, Chairman Nakamura

NOES: DIRECTORS: None

ABSENT: DIRECTORS: None

Signed this 9th day of August, 1979



Kei Nakamura, Chairman

A T T E S T



Eugenia I. Dunne
District Secretary