

ORDINANCE NO. 192

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, AMENDING ORDINANCE NO. 92.

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

SECTION I: 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 176 hours of work.
- (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 II: VACATIONS:

Shall be as follows:

- (1) Those officers and employees with less than five (5) years of continuous service shall be entitled to vacations 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 vacations 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 II: (1) conditioned upon the completion of two (2) months of service within the year, for which no vacations time shall accumulate.

- (5) Vacation time may be accumulated to a total of not more than twenty-two working days by officers and employees whose compensation is fixed by monthly or hourly rate.
- (6) Persons on leave of absence shall not accumulate vacations 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 III: 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 double time. 2. If requested by employee on voluntary basis, payment shall be computed as the employees established rate of pay or by compensatory time off.

SECTION IV: 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 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 V: 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. 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 VI: SICK LEAVE WITH PAY:

Sick leave with pay shall accumulate by each officer and employee at a rate equal to the accumulated of vacation time by such officer and employee. Sick leave may be accumulated to a maximum time equal to the vacation time which may be accumulated by each officer and employee, 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 officer or employee, or in the death of a spouse, brother, sister, or relative of the first degree. Evidence may be required in the form of physician's certificate or otherwise in determining the adequacy of the reasons for any officers' or employee's absence during the time for which sick leave is requested.

SECTION VII: 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-fifth day of December (Christmas Day)
Working day immediately preceding Christmas.

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

"Good Friday" No employee or officer shall be required to be on duty on Good Friday between the hours of 12:00 noon and 3:00Pm. unless, in the opinion of the Manager the employee's services are needed and required in the interest of the public health, safety or general welfare or for reasons of emergency, and if so needed, the officer or employee shall not be entitled to compensatory pay or time off.

SECTION VIII: All Ordinances and parts of ordinances in conflict herewith are hereby repealed.

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

This 2nd day of December, 1970, by the following roll call vote:

Ordinance No. 192

AYES: DIRECTORS: Durein, Forestelle, Nelson, Spencer, Chairman Walker
NOES: DIRECTORS: None
ABSENT: DIRECTORS: None

Signed this 8th day of December, 1970


Alton H. Walker, Chairman

A T T E S T


G.B. Allen,
Secretary.