

ORDINANCE NO. 92

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

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

SECTION I: SHORT TITLE:

This Ordinance shall be known as the Vacation and Sick Leave
Ordinance.

SECTION II: 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 daily, weekly, 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 all Assistant Managers.
- (6) "Leave of Absence" shall be an absence from work without compensation.

SECTION III: VACATIONS:

After one year of continual service, the Officers and Employees of the Monterey Peninsula Airport District shall be entitled to the following vacations:

- (1) Those Officers and Employees having less than ten years continuous service with the District and whose compensation is fixed by monthly or daily rate, shall accumulate vacation time at the rate of 5/6ths of a working day for each 176 hours served.
- (2) Those Officers and Employees having over ten years of continuous service with the District and whose compensation is fixed by monthly or daily rate, shall accumulate vacation time at the rate of 1-1/4 working days for each 176 hours served.

(3) Employees whose compensation is fixed by an hourly or a weekly rate shall accumulate vacation time at the rate of 5/6ths of a working day for each 176 hours served per fiscal year of the District conditioned upon the completion of 300 hours of service within the fiscal year, for which no vacation time shall accumulate.

(4) 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 daily rate. Vacation time may be accumulated to a total of not more than ten working days by an Employee whose compensation is fixed by hourly or weekly rate. No Overtime served by the Managerial Staff shall be included in calculating accumulated vacation time.

(5) Persons on Leave of Absence shall not accumulate vacation time during such absence.

(6) Vacations may be taken without loss of pay by Employees to the extent of accumulated vacation time, but the time of vacations of Employees shall be fixed by the District Manager.

SECTION IV: OVERTIME:

The District Manager may authorize Overtime Work. When Overtime Work is authorized it may be compensated for in equivalent time off or in cash at the Employee's established rate of pay, at the discretion of the District Manager.

SECTION V: 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 periods of time may be granted by the Board of Directors. Military leave of absence shall be subject to the provisions of the Military and Veteran's Code of the State of California.

SECTION VI: 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 the 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 VII: SICK LEAVE WITH PAY:

Sick Leave with Pay shall be accumulated by each Officer and Employee at a rate equal to the accumulation 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 can 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 a physician's certificate or otherwise in determining the adequacy of the reasons for any Officer's or Employee's absence during the time for which Sick Leave is requested.

SECTION VIII:

This Ordinance shall take effect and be in force thirty days from and after its final passage and approval by said Board of Directors.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT this 1st day of October, 1958, by the following vote:

AYES:	DIRECTORS: Clemens, Nelson, Smith, Walker
NOES:	DIRECTORS: None
ABSENT:	DIRECTORS: Finley

Alton H. Walker
Acting Chairman

A T T E S T

Olga T. Schepfler
Secretary