

Article XXI – Vacation

21.1 The employees shall be granted the following vacation schedule:

Years of Service	Hours Vacation
0-1	48
2	96
3	104
4	112
5	120
6-7	128
8-9	136
10-11	144
12	152
13	160
14	168
15	176
20 or more	200

21.2 All vacation pay shall be accrued. Maximum carry-over provisions for vacation are as follows:

0-5 years of employment	120 hours maximum
6-10 years of employment	210 hours maximum
11+ years of employment	300 hours maximum

In the event an employee's employment is terminated for any reason, the employee shall receive upon their termination the vacation pay to which the employee is entitled at the time on a prorated basis. No more than four consecutive weeks of vacation can be taken at any one time. All vacations, in excess of three (3) days, must be arranged at least thirty (30) days in advance, and the times of such vacation shall be subject to the approval of the department head.

21.3 In computing vacation pay, length of service shall be figured from the anniversary date of the employee.

Article XXII – Sick Leave and Other Leaves of Absence

22.1 Sick Leave

All employees of the EMPLOYER shall be entitled to accumulate one day of sick leave for each month of employment. The maximum accumulation of sick leave is one hundred twenty (120) days. Employees shall bank an additional one-half (1/2) day per month of sick leave after the accumulation of the 120 days to be used only in cases of very prolonged illnesses. Employees shall also accrue an additional one-half (1/2) day per month of vacation leave after the accumulation of the 120 days sick leave mentioned above. The one-half (1/2) day vacation shall be added to the current accumulation of vacation leave. Sick leave may be used for mental or physical illness, injury or other health condition, or the treatment, diagnosis, care or preventative care, of the employee or family member as defined in Minn. Stat. § 181.945. Sick leave may also be used due to the domestic abuse, sexual assault or stalking of the employee or family member. Employees may use sick leave due to communicable disease or public emergency as set forth by statute. The Employer may require verification of the use of sick leave when an employee has been absent for three consecutive days. Verification shall be consistent with the requirements of state law.

Article X - Holidays

The EMPLOYER will provide the employees thirteen (13) paid holidays to be as follows:

- New Year's Day January 1
- Martin Luther King Day 3rd Monday in January
- Presidents Day 3rd Monday in February
- Memorial Day Last Monday in May
- Juneteenth June 19
- Independence Day July 4
- Labor Day 1st Monday in September
- Veteran's Day November 11
- Thanksgiving Day 4th Thursday in November
- Day After Thanksgiving
- Christmas Day December 25
- Two (2) Floating Holidays

- 10.1 When a holiday falls on a Sunday, the following Monday shall be celebrated as the holiday. When a holiday falls on a Saturday, the preceding Friday shall be celebrated as the holiday.
- 10.2 Any premium pay for hours worked for holiday pay shall be based on the actual holiday, rather than the observed holiday.
- 10.3 All hours worked on actual holidays shall be paid in cash at the rate of one and one-half (1 1/2) times the straight time rate of pay. On Christmas, New Year's, 4th of July, Thanksgiving, and the Friday after Thanksgiving, the employee shall receive double time (2x) the rate of pay.