

**ARTICLE 29: PAID TIME OFF AND HOLIDAYS****Section 1. Accrued Time Off**

Paid time off (PTO) for full time employees is accrued based on hours worked, excluding overtime, and starts accruing on the first paycheck. Employees accrue leave based on years of service according to the table below. PTO stops accruing when an employee reaches their maximum leave accrual. Employees are eligible for the next tier of accrual on the first day of the pay period of employment anniversary.

<b>Tier</b>	<b>Hours Accrued Per Pay Period</b>	<b>Years of Employment</b>	<b>Maximum Leave Accrual</b>
1	7.39	1st check through 2nd anniversary date	24 days (192.14 hours)
2	9.23	2nd anniversary through 4th anniversary date	40 days (320 hours)
3	11.70	4th anniversary date +	60 days (480 hours)

Employees regularly assigned to work less than forty (40) hours per week shall accrue PTO on a prorated basis.

At the end of the calendar year, unused PTO will be rolled over based on maximum leave accrual for years of service, as indicated in the chart above

Employees who have submitted their resignation are not eligible to use PTO during the last two weeks of employment. Up to a maximum of 160 hours of unused PTO will be paid to employees who submit a minimum two (2) weeks resignation notice, subject to state laws.

In the first year of employment and in the first three calendar months of each year, employees may use up to forty (40) hours of PTO prior to accrual.

**Section 2. Holidays**

RAICES will be closed on:

New Year's Day  
 Martin Luther King, Jr. Day  
 President's Day  
 Memorial Day  
 Juneteenth  
 Independence Day  
 Labor Day  
 Indigenous People's Day  
 Thanksgiving Day  
 Day after Thanksgiving  
 December 24-January 1

*All proposals subject to withdrawal or  
modification pending conclusion of a final CBA*

With the exception of December 26-31, any date-specific holiday that falls on a Saturday will be celebrated the preceding Friday. Any date-specific holiday that falls on a Sunday will be celebrated the following Monday. All employees on an active status will be paid for these days at their regular rate of pay, up to their regularly scheduled hours, up to a maximum of 8 hours per day.

Hourly employees who do not work on a holiday will receive holiday pay at their regular rate for each holiday listed above, up to 8 hours per day based on their average regularly scheduled hours.

Salaried employees who do not work on holidays will not have any loss of salary.

Hourly employees will be compensated at one-and-a-half (1½) times the rate for their hours worked on a holiday in addition to the eight (8) hours of holiday pay

Salaried employees will receive a floating holiday for each holiday they must perform work to meet urgent client or program needs. If a salaried union-eligible employee is not available to perform urgent work during a holiday, a member of RAICES management shall perform the work.

All employees will have 1 floating holiday per calendar year. Floating holidays cannot be carried over and must be used in the calendar year.

Employees may apply in writing at least two (2) weeks in advance to work during the winter closure holiday. Approval must be given by employees' department heads and Human Resources. If approval is granted, the employees will work their full regular schedules on the days approved. Employees approved to work during the winter closure will be paid their regular wages/salaries and will not be paid holiday pay. Said employees will also earn 1 floating holiday for each winter closure day worked. Floating holidays earned by working during the winter closure may be carried over and used in the next calendar year.

### **Section 3. Medical Leave for Serious Health Condition**

RAICES is a covered employer under the Family Medical Leave Act (FMLA) and shall abide by the requirements of the act, including employer designation and tracking of eligible leaves under this federal law, which will run concurrently with any other company sponsored leave noted below and/or applicable temporary income benefit, as applicable.

### **Section 4. Paid Parental and Postpartum Leave**

Paid parental and postpartum leave is available after the birth of an employee's child or the placement of a child with the employee for adoption or foster care.

Full-time employees who have been employed for a minimum of 6 months, may take up to ten (10) non-consecutive paid weeks for parental, postpartum needs. Non-consecutive parental leave must be taken in two equal installments.

Any parental leave must be taken within twelve (12) months after the date of birth or child placement.

### **Section 5. Bereavement Leave**

Full time employees are eligible for a maximum of five (5) days of paid leave after the death of a loved one. Human Resources may require documentation to support the need for additional leave.

### **Section 6. Jury Duty**

Employees shall receive paid time off for jury duty. Employees must notify their supervisor and Human Resources immediately upon receiving notice of jury duty and will be asked to provide a copy of the summons and a court clerk's certificate noting the jury time served.

### **Section 7. Unpaid Leave**

Employees may be granted an unpaid leave of absence after six months of service. A request for an unpaid leave of absence must be submitted to HR for approval. Unpaid leave can only be used after all PTO has been exhausted.

### **Section 8. Voting**

RAICES employees shall be entitled to use four (4) hours to vote, with supervisor approval for scheduling arrangements.

### **Section 9. Contact Policy**

Employees shall not be contacted about work matters while using time off as outlined in this article, except in case of emergency. Determination as to whether a situation constitutes an emergency shall be made by HR and appropriate members of management, as applicable. Employees will not be disciplined for non-responsiveness while on an approved leave even if contact is determined to be an emergency. Only designated employees in IT shall be permitted to access an employee's communications or files of current employees, with HR's written approval based on submission of a documented business need.