

EXECUTIVE COMPENSATION PAY PLAN

Annual Leave

Employees in the Executive Compensation Plan earn 25 workdays per year of annual leave. The annual leave year runs from September 1 – August 31. You may accrue up to 50 days of annual leave. At the end of the annual leave year, any annual leave accumulations above the 50 day cap will be removed from the record and thereafter may not be used; there is no compensation for unused annual leave in excess of 50 days in the event of discontinuance, resignation or retirement. Exceptions to this policy will be made only when a senior executive requires an employee to forego all or part of his/her annual leave because of extraordinary circumstances. You will accrue 2.08 days each month.

Sick Leave

Each year you earn 20 calendar days of temporary disability leave exclusive of Saturdays, Sundays and authorized holidays and recesses. The unused portions of temporary disability leave can be accumulated to a maximum of one hundred and sixty (160) calendar days. Sick leave is earned only after a full month of service and no accruals are granted for service of less than a calendar month. . You will accrue 1 2/3 days each month.

Bereavement Leave

An employee may be excused without charge for a period of up to four (4) days when a death occurs among members of the employee's immediate family. When the death occurs while the employee is on annual leave or sick leave, such time as is excusable for death in the family shall not be charged as annual leave or sick leave. The employee must submit documentation which indicates the relationship to the deceased and the date of death to Human Resources.

Immediate family shall be defined as spouse; natural, foster, or step parent; grandchild; mother-in-law; father-in-law; natural, foster, or step brother; natural, foster, or step sister; natural, foster, or step child; any relative residing in the same household; and the Domestic Partner of the employee and a child or parent of the Domestic Partner or any other relative of the Domestic Partner living in the same household.

Unscheduled Holidays

There are four (4) unscheduled holidays (personal days) during the period September 1 – August 31 of each year. Unscheduled holidays may not be carried over to the next year.