

**Letter of Agreement
Between the
Novi Community School District
And the
Maintenance Bargaining Unit
International Union of Operating Engineers Local 324**

Article 23 - Vacations

- A. Vacations will be granted to the Employee as determined by his/her length of continuous service (*) in the employ of the Board according to the following schedule:

0 year to 4 years	5 years to 9 years	10 years or more
2 weeks*	3 weeks*	4 weeks

* Length of continuous service shall be as of the anniversary date of hire.

- B. On date of hire and thereafter on July 1st of each year, all full-time employees will be credited paid vacation time. Vacation time will be provided in advance in the first full year plus any portion of the previous year of employment. Beginning on July 1st of the second full year of employment, vacation time will be credited for time earned during the previous year. Only vacation time credited for time earned will be considered in Article 23 - F.

On date of hire

Advance pro-ration of ten (10) days

On July 1st after date of hire

Advance of ten (10) days

On July 1st after the employee's first (1st) and ~~second (2nd)~~ anniversary

Ten earned (10) days

On July 1st after the employee's second (2nd), third (3rd), and fourth (4th) year anniversary

Ten (10) earned days

On July 1st after the employee's fifth (5th) through ninth (9th) year anniversary

Fifteen (15) earned days

On July 1st after the employees tenth (10th) year anniversary

Twenty (20) earned days

During the probationary period, up to three vacation days may be used.

In the transition year from one vacation level (i.e. 10 days to 15 days) to another, the award of the additional five (5) days will be given at the beginning of the year in which an employee qualifies for the higher number of days. If the employee is not still employed on the actual anniversary date on which the days would have been awarded, the days will be withdrawn and the employee will have to pay back any days used but not earned. Likewise, if an employee is not still employed on June 30th, and has expended more advanced vacation days than the pro-rated number of days that he/she has worked must reimburse the district for those days.

If vacation days are denied to any employee in June due to excessive vacation-time requests from other employees, the District will allow a rollover of the denied days, up to a limit of ten (10) days, for a period of one year.

C. Earned Vacations

2. Beginning on July 1st of the third year of employment ...

Agreed,



Gary Kinzer, Assistant Superintendent
Novi Community School District

Date: 9-27-18

Agreed,



Kevin Besonen, IUOE Local 324
Maintenance Bargaining Unit

Date: 10/4/18