

**MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.**  
**HOLIDAYS, UNIFORM CLOTHING, SICK LEAVE, BEREAVEMENT**  
**LEAVE, VACATION, AND HOURS OF EMPLOYMENT**

**BOARD POLICY NO. 209**

**SUBJECT: Fringe Benefit Policies for Non-Union Employees**

**OBJECTIVES:** To establish policies for extension of fringe benefits for non-union employees.

**POLICY:**

It shall be the Policy of the Board of Trustees that holidays, uniform clothing, personal leave time, bereavement leave, and hours of employment for nonunion personnel shall be equal to the effective amounts outlined in the IBEW contract for other employees, except compensatory time.

The manager shall have the authority to approve compensatory time for nonunion personnel. Compensatory time should be set at the same rate of exchange between hours earned and hours granted. Compensatory time must be used within 30 days from the time earned otherwise it will be forfeited.

Accumulation of Personal Leave Time – The maximum amount of personal leave time that may be accumulated by an employee is 750 hours. Any employee who would accumulate amounts in excess of 750 hours will be paid at the employee base wage at the end of each calendar year, unless such time is used during such calendar year.

The Board shall be responsible for the enforcement of this policy.

**Approved: February 24, 1995**

**Effective: April 27, 1995**

**Approved: April 27, 2000**

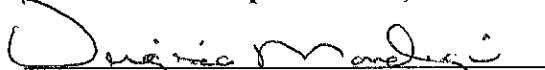
**Effective: April 27, 2000**

**Approved: September 30, 2003**

**Effective: September 30, 2003**

**Approved: September 27, 2012**

**Effective: September 27, 2012**

  
Board Secretary