

MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.
EMPLOYMENT BENEFITS FOR MSMEC NON-EXEMPT AND EXEMPT EMPLOYEES
BOARD POLICY NO. 209

Types of Leave offered, Holidays, Overtime, Personal Leave Time, Bereavement Leave, Military Leave, Jury Duty, and Voting Time

- Subject:** Employment Benefits for MSMEC Non-Exempt Employees and Exempt Employees as it pertains to types of leave earned, taken, and granted.
- Objectives:** Establish a MSMEC Policy identifying Non-Exempt Employee and Exempt Employee Compensation and Leave benefits offered by the MSMEC. Bargaining Unit Employee benefits are controlled by the Collective Bargaining Agreement currently in effect and this Policy is subject to those applicable provisions.
- Definitions:** Non-Exempt Employees are those MSMEC Employees who meet all qualifications under the Fair Labor Standards Act.
- Exempt Employees are those MSMEC Employees who meet all qualifications under the Fair Labor Standards Act.
- Policy:** Non-Exempt and Exempt Employees shall be entitled to the 12 paid Holidays a year, Overtime (Non-Exempt Employees only), Personal Leave Time (PLT), Bereavement Leave Time (BLT), Military Leave Time (MLT), Jury Duty Time (JDT), and Voting Time (VT).
- **Overtime** – Non-Exempt Employee shall be paid in accordance with FLSA Standards. Exempt Employees are exempt from earning and accruing Overtime or Comp Time.
 - **Personal Leave Time** - Personal Leave Time for Non-Exempt Employee shall accrue in accordance with “Exhibit A” of this policy. Personal Leave Time for Exempt Employee shall accrue in accordance with “Exhibit B” of this policy. Personal Leave Time shall not exceed (750) Hours. Personal Leave Time to be used by Non-Exempt and Exempt Employee’s shall be defined as Pre-Scheduled Leave (PSLT), Scheduled Personal Leave (SPLT) and Unscheduled Personal Leave (USPLT).
 1. Pre-Scheduled and Scheduled Personal Leave Time shall be approved by the employee’s Supervisor prior to requested time taken.

MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.
EMPLOYMENT BENEFITS FOR MSMEC NON-EXEMPT AND EXEMPT EMPLOYEES
BOARD POLICY NO. 209

2. **Unscheduled Personal Leave Time** shall be signed by the Supervisor upon return to work.

The MSMEC Request for Leave Form shall be utilized to document all such leave.

- **Bereavement Leave** – Non-Exempt and Exempt Employees shall be allowed 3 days of paid bereavement per year to attend funeral of immediate family members (Spouse, Children, Parents, Grandparents, Grandchildren, Brother, and Sisters including Step and Marital family).
- **Military Leave** – MSMEC provides Paid Leave and a Military Leave of absence for its employees to serve in the military in accordance with the Uniformed Services Employment and Re-employment Rights Act (USERRA) and any applicable state law. MSMEC will not deny initial employment, reemployment retention, promotion or any benefit on the basis of membership or service in the military. Employees who voluntarily or involuntarily leave employment to undertake military service can obtain information about leave benefits from MSMEC Human Resource Department.
- **Jury Duty Time** – Non-Exempt and Exempt Employees shall comply with Jury Duty Notice. Upon receipt of jury summons, employee shall notify Human Resource Department. Jury Duty Time served by the employee shall be considered as time worked. Jury Duty pay shall be returned to MSMEC. If excused by the court during regular working hours, the employee must return to work.
- **Voting Time** – For purposes of national, state, or local elections. Non-Exempt and Exempt Employees who are registered to vote shall be granted two (2) hours paid leave for voting, between the time of opening and the time of closing polls. The employee's supervisor may specify the hours for the leave. This leave shall not be granted to any employee whose work day begins more than two (2) hours subsequent to the time of the opening of the polls, or ends more than three (3) hours before the closing of the polls.

MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.
EMPLOYMENT BENEFITS FOR MSMEC NON-EXEMPT AND EXEMPT EMPLOYEES
BOARD POLICY NO. 209

This Policy shall be administered by the Managers, Supervisors, and General Manager. Human Resource shall be the office responsible for collection and appropriate filing of all related documents.

Approved: September 27, 2012

Effective: September 27, 2012

Approved: August 29, 2017

Effective: August 29, 2017


Board Secretary

MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.
NON-EXEMPT PERSONAL LEAVE ACCRUAL SCHEDULE
“Exhibit A”

1 st year	176 hours	or	22 days	or	6.77 per period
2 nd year	176 hours	or	22 days	or	6.77 per period
3 rd year	184 hours	or	23 days	or	7.08 per period
4 th year	192 hours	or	24 days	or	7.38 per period
5 th year	200 hours	or	25 days	or	7.69 per period
6 th year	200 hours	or	25 days	or	7.69 per period
7 th year	208 hours	or	26 days	or	8.00 per period
8 th year	208 hours	or	26 days	or	8.00 per period
9 th year	216 hours	or	27 days	or	8.31 per period
10 th year	216 hours	or	27 days	or	8.31 per period
11 th year	224 hours	or	28 days	or	8.62 per period
12 th year	224 hours	or	28 days	or	8.62 per period
13 th year	232 hours	or	29 days	or	8.92 per period
14 th year	232 hours	or	29 days	or	8.92 per period
15 th year	240 hours	or	30 days	or	9.23 per period
16 th year	240 hours	or	30 days	or	9.23 per period
17 th year	248 hours	or	31 days	or	9.54 per period
18 th year	248 hours	or	31 days	or	9.54 per period
19 th year	256 hours	or	32 days	or	9.85 per period
20 th year	256 hours	or	32 days	or	9.85 per period
After 20 th year	264 hours	or	33 days	or	10.15 per period

“BOARD POLICY NO. 209”

Approved: August 29, 2017

MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.
EXEMPT PERSONAL LEAVE ACCRUAL SCHEDULE
"Exhibit B"

0 – 5 years	216 hours	or	27 days	or	8.31 per period
6 - 10 years	256 hours	or	32 days	or	9.85 per period
11 - 19 years	280 hours	or	35 days	or	10.77 per period
20 years and Over	320 hours	or	40 days	or	12.31 per period

"BOARD POLICY NO. 209"

Approved: August 29, 2017

