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Memorandum of Understanding between the Erie County Metro Housing Authority and AFSCME, Oho Council 8, Local 3095, AFL-CIO

Erie County Metro Housing Authority Vacation/Comp Leave Policy

- Vacation leave requests will be accepted during the first two work weeks of March for employees using vacation leave commencing on March 31,st 2014, up to and including March 27,th 2015

- Employees must have already earned the vacation time they seek to use. They must maintain that time in their "bank" until it is used for the requested leave. Falling below the threshold of leave time needed for the requested leave will result in forfeiting of the leave request. Vacation requests submitted for consecutive business days must be combined for the calculation for the calculation of the required banked hours
- Should more employees request leave for the same time period than minimum staffing needs allow, the most senior employee(s) shall be granted leave. Minimum staffing levels for purposes of this policy shall be determined by management by work group; work groups shall include the following:
    1. Maintenance Staff Members
    2. Voucher Program Case Managers and Receptionist/Work Order/Special Projects
    3. Public Housing Case Manager
    4. Inspector

- Should two employees with the same seniority date request vacation leave for the same time period (for which only one employee may be approved due to staffing needs), the leave will be granted by a "flip of the coin"

- All vacation request forms must be time stamped and initialed by receiving supervisor or administrative staff member for time/date of receipt-which does not necessarily authorize the approval of the request

- Vacation requests submitted after the first two workweeks of March will be granted on a first come basis

- This procedure will continue each subsequent year; subject to agreement between the parties, who shall review this procedure on an annual basis

For the Union:

[signature]

[signature]

[signature]

Date:

01.17.14

For the Employer:

[signature]

Date:

Jan. 17, 2014