

MEMORANDUM OF UNDERSTANDING

City of Xenia and the F.O.P. – Police Officers

Article 24 – Vacation
Section 24.4 – Vacation Scheduling

Section 24.4. Vacation Scheduling: Vacation leave shall be used in accordance with the work schedule in effect in the Division and upon approval of the Chief of Police. Xenia Blue 2014-2017 35 Vacation leave must be scheduled sufficiently ahead of time in order to provide management sufficient time to arrange the work schedule.

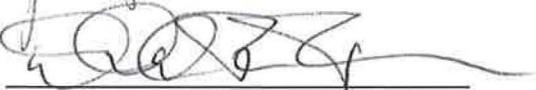
Whenever two (2) or more employees on a shift wish to take vacations and the work schedule of the Division is such that not all can take it at the same time, classification seniority shall be the determining factor in deciding who shall take vacation.

Length of advance notice required and limitation of numbers of individuals on simultaneous leave shall be at the discretion of Management in line with scheduling difficulties. Once vacation time has been ~~approved~~ *submitted*, no bumping of said vacation time shall take place on the basis of seniority after thirty (30) days from the date of ~~approval~~ *submission*. *Requests submitted before the date the work schedule is posted will remain in "pending" status, unless otherwise approved or denied.* Once requests have been submitted, *and the work schedule has been posted*, the administration shall have fourteen (14) calendar days to approve or deny the request.

For the City of Xenia



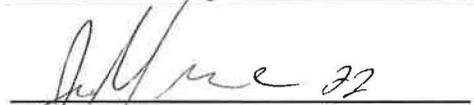




Date: 5/23/2016

For F.O.P. – Police Officers









Date: _____