

May 18, 2010

Lucye Millerand, President
URA-AFT Local 1766
75 Paterson Street
New Brunswick, N.J. 08901

Re: Revised Vacation Policy Agreement

Dear Lucye:

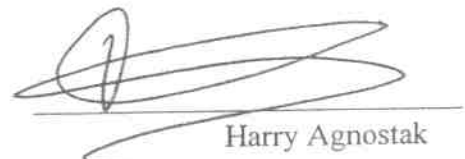
Pursuant to our discussions on this date, the parties have agreed to the following:

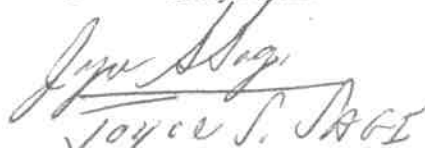
1. Amend the Draft Vacation Policy 60.3.10 Section IV. Usage to read as follows: *Vacations must be scheduled at the convenience of each department according to departmental work requirements. Requests for vacations shall not be unreasonably denied. Any vacation time taken must be recorded in the Absence Reporting System as vacation time is used.*
2. An employee on vacation shall not be unreasonably required to return to work from said vacation unless an emergent situation has arisen which requires the employee's presence and no other employee is available or qualified to remedy the emergent situation. Upon request from the employee, the employee's supervisor shall provide within 14 days of the emergency a written explanation of the emergency.
3. An employee who returns to work from a scheduled vacation day in response to an emergency shall be compensated accordingly:
 1. Any overtime eligible employee who is recalled to work from a scheduled vacation shall be guaranteed a minimum of four (4) hours of work or compensation in lieu thereof. Such employee shall be required to work all hours, in addition to the four (4) hour minimum guarantee, which are required by the employee's supervisor.
 2. Any overtime ineligible employee, who is recalled from a scheduled vacation, shall be guaranteed a minimum of one (1) hour of compensatory time. Such employee shall be required to work all hours, in addition to the one (1) hour minimum guarantee, which are required by the employee's supervisor and shall be compensated with compensatory time for all such time worked.

4. If an employee is recalled to work from a scheduled vacation day(s) in June of a fiscal year and the employee is unable to reschedule the vacation day(s) during the same fiscal year, resulting in a potential forfeiture of such day(s) for excessive carryover, the employee shall not be required to forfeit such day(s). The employee shall be permitted to carry over such day(s) to the next fiscal year.
5. An employee who is recalled to work from a scheduled vacation and who is unable to return to work from the scheduled vacation shall not be subject to discipline.
6. An employee who makes a written request for vacation shall receive a written response to said request within 14 calendar days from the date the request is received. An employee who makes a written request for vacation more than 30 days in advance, of the requested date(s), shall receive a written response within 14 days from the date the request is received. The written response shall approve, reject or defer a decision to specific later date.
7. Effective 7/1/10 employees will be able to use accrued vacation time as soon as such time is credited (i.e. the following month).
8. As of July 2010, the vacation balance on the days remaining report in ARS will reflect all accrued vacation time (the sum of carryover amount, vacation time earned in previous year and vacation accrual to date).
9. A maximum of the number of days equivalent to the staff member's current years vacation accrual may be carried forward into the succeeding year. No employee will be able to carryover more than his or her accrual rate, the balance of unused vacation time beyond the allowed carryover as set forth above will be subject to forfeiture.

Please indicate your agreement below:


Lucye Millerand


Harry Agnostak


Joyce S. Sage


Cynthia Davidson