

The Associated Press: *Teresita Seeberger*
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News Media Guild: *Kevin Keane*
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Article 22 – VACATIONS

1. Employees shall be on a calendar year basis for vacations, with all vacation to be taken in the calendar year in which it is due. The Employer may designate periods, where scheduled news conditions warrant, placing limitations on the number of people in an organizational unit who can be on vacation at the same time. The Employer shall provide enough scheduling flexibility for employees to take their accrued vacation during the calendar year in which they are entitled.
 - a. An employee may begin vacation on any day of the week.
 - b. At least twice annually upon written request, the Employer will schedule an employee's regularly scheduled days off at both ends of one or more weeks of vacation.
 - c. An employee may use a maximum of five vacation days in increments of one day or more; if the Employer agrees, the employee may use more than five days in this way. Requests for a full week or more of vacation may be given preference over requests for partial weeks.
 - d. An employee who is hospitalized while on vacation may substitute available sick leave for vacation for time spent in the hospital.
 - e. An employee who has exhausted his/her vacation entitlement may "borrow" up to five days from the next year's entitlement to care for an ill dependent or a same-sex domestic partner as defined under the eligibility requirement for the Employer health plan or for use during an unpaid short-term disability waiting period.
 - f. Vacation not scheduled by the employee by August 1 of the year in which it is entitled may be scheduled by the Employer as vacation time off within that same calendar year, with the exception that the Employer may not schedule an employee's final three days of their annual vacation allotment in the year in which it is entitled.
 - g. Employees must use seventy-five percent (75%) or twenty-one (21) days, whichever is lesser, of their vacation days carried over from previous years. Any such carried over vacation not scheduled by the employee by March 31 may be scheduled by the Employer as vacation time off.
 - h. There shall be no forfeiture of vacation time under Section 1 (f) or Section 1 (g) of this Article should the Employer fail to schedule the time. The Employer will consider any special or unforeseen circumstances that may result in a need by the employee to reschedule the vacation, and permission to do so will not be unreasonably withheld.
 - i. Managers must notify employees no later than December 1 that they may request vacation for the following calendar year. Vacation requests made from the date of notification until March 31 will be scheduled on the basis of seniority within an organizational unit, with seniority calculated based on the employee's service entry date. The seniority preference for vacation schedules shall not apply to carryover vacation. All vacation requests after March 31 will be scheduled on a first-claimed, first-assigned basis.

- j. Employer shall make all reasonable efforts to accommodate employees who request their birthday as a vacation day. Employees must notify the designated manager when requesting to use a vacation day on their birthday.
 - k. Scheduled vacations may be rescinded only to meet bona fide news or staffing emergencies resulting from unforeseeable and extraordinary news developments. If an employee’s scheduled vacation is rescinded, the Employer shall:
 - i. reimburse the employee for the cost of any non-refundable hotel or transportation deposits, fees or tickets on behalf of the employee and members of his/her household who were traveling with the employee, upon satisfactory proof of loss.
 - ii. allow the employee to reschedule the vacation by March 31 of the succeeding calendar year.
 - l. Employees must make all requests for vacation to their organizational unit’s designated manager via e-mail at least three weeks in advance of the desired time off. The manager will communicate the approval or disapproval to the employee promptly and will post an updated vacation selection schedule promptly so employees will be aware which weeks remain available for selection. If the vacation selection schedule is posted on AP’s computer system, it shall be available to all employees for inspection.
2. Full-time employees shall be eligible as of January 1 following the start of their employment for 13 days of vacation with regular pay to be taken in that calendar year.
- a. Upon completion of 3 months employment, newly hired employees shall receive three vacation days, plus a pro-rated allocation of vacation days as provided below.
 - b. Employees shall be provided with additional vacation days upon reaching the service levels designated below.

Hired in the Month of 2024	After Three Months Employment in 2024			In 2025	In 2026	In 2027	In 2028
	Minimum	Pro-Rated	Total				
January	3	<u>10</u>	<u>13</u>	13	18	18	23
February	3	<u>9</u>	<u>12</u>	13	18	18	23
March	3	<u>8</u>	<u>11</u>	13	18	18	23
April	3	<u>8</u>	<u>11</u>	13	18	18	23
May	3	<u>7</u>	<u>10</u>	13	18	18	23
June	3	<u>6</u>	<u>9</u>	13	18	18	23
July	3	<u>5</u>	<u>8</u>	13	18	18	23
August	3	<u>4</u>	<u>7</u>	13	18	18	23
September	3	<u>3</u>	<u>6</u>	13	18	18	23
October	3	<u>3</u>	<u>6</u>	13	18	18	23
November	3	<u>2</u>	<u>5</u>	13	18	18	23
December	3	<u>1</u>	<u>4</u>	13	18	18	23

- c. Employees completing twenty years of continuous employment prior to July 1 in any year shall be eligible for 28 days of vacation with pay in that year and thereafter.
 - d. The provisions of this section take effect as of January 1, 2024.
3. Employees leaving the service of the Employer shall receive liquidation of accrued (pro-rata) vacation credit from the preceding January 1 to date of termination of employment. Such “accrued” vacation credit shall be in addition to the earned vacation to which the employee was entitled as of the preceding January 1. Employees entering the service on or after January 1 in any year and whose services are terminated prior to

the succeeding January 1 shall be entitled to receive payment of accrued vacation on a pro-rata basis for the year involved.