

TAA Paid Leave Program(s)

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Date	06/01/2022
Authorized By	D. Bewley
Supersedes Policy No.	Various

Vacation

Eligibility:

All full time and part time regular team members are eligible to earn paid vacation. Part time regular does not include temporary intermittent (e.g. Project Officers).

Front Loaded Annual Vacation:

On October 1st of each year, all eligible team members will receive their annual allotment of paid vacation.

Newly hired team members after October 1st, shall receive a prorated share of their vacation allotment calculated to the beginning of the next fiscal year.

For team members who change tiers during the middle of the fiscal year, they shall have a prorated share of their increase, calculated to the beginning of the next fiscal year, which will be added to their balance at the end of the pay period in which their tier changes or 5-, 10-, or 15-year anniversary falls.

Vacation Rates:

The annual allotment of vacation shall be calculated based upon the number of full pay periods remaining in the fiscal year and the vacation rates as follows:

TAA Team Members (Except 24-hour Fire):

Tier 1	0 - 5 years (New Hire)	12 days (3.70hrs / pay period)
Tier 2	5 - 10 years	17 days (5.24hrs / pay period)
Tier 3	10 - 15 years	22 days (6.77hrs / pay period)
Tier 4	15+ years	25 days (7.70hrs / pay period)

24-hour TAA Fire Team Members:

Tier 1	0 - 5 years (New Hire)	5.55hrs / pay period
Tier 2	5 - 10 years	7.86hrs / pay period
Tier 3	10 - 15 years	10.16hrs / pay period
Tier 4	15+ years	11.55hrs / pay period

All TAA job titles will be assigned to one of the vacation tiers in the TAA Compensation Plan. Individual team members may advance one tier level after every 5 years of service or promotion until Tier 4 is obtained. The CEO reserves the right to adjust vacation tiers for hiring or retention needs.

Regular, non-exempt part-time employees receive a pro-rated allotment based upon the hours normally scheduled to work and length of employment.

While vacation is prorated and available to eligible team members from the date of hire or eligibility, vacation is still earned throughout the year.

Maximum Vacation Balance:

Vacation balances are capped at 320 hours for all TAA team members except 24-hour Fire team members, who shall be capped at 480 hours. During the transition period from the old vacation policy to this new policy, the applicable vacation balance maximums are as follows: October 1, 2021: 480 hours (720 hours for fire); October 1, 2022: 480 hours (720 hours for Fire); October 1, 2023: 400 hours (600 hours for fire). In 2024, additional reductions to the bank will be determined.

Use of Vacation:

After you are hired or become eligible, you may begin to use your vacation time immediately, subject to supervisor approval for airport staffing needs. Some positions may not be able to take vacation within the first few months of being hired due to training requirements. TAA recognizes the importance for you to be away from your work area for needed rest and relaxation. Tier 1 team members are encouraged to schedule and use at least 1 week of vacation in a weekly increment rather than one day at a time. Tier 2, 3 and 4 team members are required to schedule and use one consecutive calendar week each fiscal year.

Your vacation is a planned leave from work and must be scheduled in advance through your immediate supervisor and approved by your department head and/or Vice President. Your vacation will be approved based upon airport and department needs. Care will be taken to ensure adequate coverage of critical safety, security and customer service areas (airside operations, maintenance, customer service, public safety and airport security) are met.

TAA encourages flexibility in administering vacation, and supervisors are encouraged to work with team members to adjust schedules as operational needs allow in order to reduce the amount of vacation used. Vacation may only be used during a pay period to make you whole. Vacation hours entered on the timecard cannot result in hours exceeding the 40-hour work week for all team members except for 24-hour Fire team members. 24-hour Fire team members may not exceed a scheduled shift of 96, 120, or 144-hours per pay period. For mandatory call backs that occur in the same week a vacation day was taken, the vacation day is returned to the employee's bank and time-and-half is paid for the hours worked on that mandatory call back day.

Vacation time shall not be charged against exempt team members for partial day absences when actual time work exceeds one (1) hour in a workday.

For positions requiring training to perform the role, allowed use of vacation may be delayed due to required timely completion of the training program.

Vacation Sell-Back:

The vacation sell-back program is eliminated.

Vacation Payout Upon Separation:

Upon separation of employment, only earned vacation time is paid out. If your use of vacation in the current fiscal year is greater than the earned annual allotment, your available balance for vacation payout will be reduced by the deficit in the current year. The remainder of the vacation balance shall be paid in full, 100% in your last paycheck up to the applicable maximum limit in your vacation bank.

Should your vacation balance be negative upon separation, you will be required to repay the negative balance out of your final paycheck. For example, a Team member has 80 hours of annual vacation time on October 1, and as of March 31 uses 60 hours. Upon separation her annual allotment is prorated to 40 hours (March 31st is half-way through the year). Because she used 60 hours, but her prorated vacation hours at time of separation was 40 hours, the excess 20 hours used prior to separation must be paid to TAA and will be deducted from the final paycheck.

President/CEO Flexibility:

The President/CEO has the discretion to approve exceptions to any of the provisions in this policy based upon the needs of the workforce and in the best interests of TAA.

Paid Sick Time (PST)

Eligibility:

All TAA team members are eligible to earn and use Paid Sick Time (PST) in accordance with Arizona's Fair Wages and Healthy Families Act.

PST Rates:

All full-time team members will receive a lump sum of 40 hours of PST (60 hours for 24-hour Fire team members) at the beginning of each fiscal year.

Full-time team members hired after the beginning of the fiscal year will receive a lump sum of PST up to a maximum of 40 hours (60 hours for 24-hour Fire team members) based upon the projected number of work hours through the end of the fiscal year at a rate of 1 hour of PST for every 30 hours of work. For example, a full-time team member hired with twelve weeks

remaining in the fiscal year would be projected to work 480 hours (12 weeks x 40 hours) and would receive 16 hours of PST.

Part-time team members shall accrue one hour of paid sick time for every 30 hours worked.

Use of PST:

All team members may use up to a maximum of 40 hours of PST per fiscal year (60 hours for 24-hour team members) for the following reasons:

1. A team member's mental or physical illness, injury, or health condition; a team member's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; a team member's need for preventative medical care;
2. Care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; care of a family member who needs preventative medical care;
3. Closure of the team member's place of business at TAA by order of a public official due to a public health emergency;
4. A team member's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency;
5. Care for oneself or a family member when it has been determined by the health authorities having jurisdiction or a by a health care provider that the team member's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the team member or family member has actually contracted the communicable disease;
6. Absence due to domestic violence, sexual violence, abuse or stalking, provided the leave is to allow the team member to obtain for the team member or the team member's family member services listed in Arizona law.

For the purpose of PST only, "family member" is defined broadly to include your spouse, children of any age, siblings, parents, grandparents, or any other legal dependents or individual related by blood or affinity whose close relationship with you is the equivalent of a family relationship. TAA reserves the right to request proof of legal dependency or other qualifying relationship.

TAA encourages flexibility in administering PST, and supervisors are encouraged to work with team members to adjust schedules as operational needs allow in order to reduce the amount of PST used. PST may only be used during a pay period to make you whole for that pay period. PST hours entered on the timecard cannot result in hours exceeding the 40-hour work week for all team members except for 24-hour Fire team members. 24-hour Fire team members may not exceed a scheduled shift of 96, 120, or 144 hours per pay period.

Carryover:

Any unused PST from fiscal year will be transferred into the team member's Paid Sick Time Bank. No payment for unused PST hours will be made at the time of the team member's separation.

Notice and Verification:

When requesting PST, a team member must make reasonable efforts to provide advance notice to their supervisor and schedule the absence in a manner that does not unduly disrupt TAA's operations. When an absence is not foreseeable, team members must advise their immediate supervisor of the absence on a daily basis, before each regularly scheduled shift according to the departmental notification procedure. If you are absent for three (3) or more consecutive workdays, TAA may require that you provide documentation, such as a doctor's note, to verify the need for your absence and qualification for PST. You are not required to provide any details regarding the health condition or domestic violence incident for yourself or your family member.

TAA will not discriminate or retaliate against a team member for appropriate use of PST. However, misuse, abuse or an apparent pattern of use that indicates misuse or abuse will be reviewed by your supervisor and the People Operations Department and may result in disciplinary action.

Paid Sick Time Bank

In addition to Arizona Healthy Families Paid Sick Time (PST), TAA allows unused Paid Sick Time to be banked as described in this policy.

Eligibility:

On October 1st of each fiscal year, all team members unused paid sick time (PST) as of September 30 from the preceding fiscal year will move to the PST Bank, up to the carryover maximum of 160 hours (240 hours for 24-hour Fire team members).

Use of Paid Sick Time Bank Hours:

Team members will be permitted to use PST Bank hours once all PST has been exhausted. PST Bank hours may be used only for bona fide health care reasons, meaning the team member's or the team member's immediate family member's bona fide illness, injury, or health care appointments with licensed health care providers. Health care reasons include pregnancy, childbirth, and recovery periods (Immediate family members are defined as your spouse, children, parents, or other legal dependents).

TAA encourages flexibility in administering PST Bank hours, and supervisors are encouraged to work with team members to adjust schedules as operational needs allow in order to reduce the amount of PST Bank hours used. PST Bank hours may only be used during a pay period to make you whole. Vacation hours entered on the timecard cannot result in hours exceeding the 40-hour

work week for all team members except for 24-hour Fire team members. 24-hour Fire team members may not exceed a scheduled shift of 96, 120, or 144 hours per pay period.

Carryover:

PST Bank hours may carry over from one fiscal year to the next, the combination of PST and PST Bank may not exceed 160 hours (240 hours for 24-hour Fire team members) at which time no further PST Bank hours may carry over. No payment for unused PST Bank hours will be made at the time of the team member's separation.

Notice and Verification:

When requesting use of PST Bank hours, a team member must make reasonable efforts to provide advance notice to their supervisor and schedule the absence in a manner that does not unduly disrupt TAA's operations. When absence due to a short-term illness or injury is not foreseeable, team members must advise their immediate supervisor of the absence on a daily basis, before each regularly scheduled shift according to the Department's notification procedure. It is imperative that as much notice as possible is provided to your supervisor to enable coverage for the missed shift.

PST Bank hours are intended for extended illness and should be saved for serious medical situations for yourself and immediate family. TAA may request proof of legal dependency, proof of illness or injury, and proof of any visit to a health care provider. This may include a doctor's note to verify the need for the extended absence. If continued absence is necessary, TAA may require you to see a doctor chosen by TAA. TAA may also require verification from your health care provider or another doctor to determine your fitness for duty and if there are any restrictions due to physical conditions.

Additional Paid Time Off

In addition to vacation, Arizona Healthy Families Paid Sick Time (PST) and a Paid Sick Time Bank, TAA provides paid Maternity Leave, Parental Leave, and Emergency Family Care Programs beginning on the date of hire.

Maternity Leave:

Twelve (12) weeks of paid Maternity Leave is available to team members who birth a child. Eligibility for paid Maternity Leave begins at birth. The Maternity Leave shall be used consecutively, in a solid block of time, with the option to return during the 12 weeks on a modified schedule.

Parental Leave:

For non-birthing parents or team members legally adopting a child, paid Parental Leave of four (4) weeks per birth/adoption event shall be available within the first year from the date of birth. Parental Leave shall be used consecutively, in a solid block of time.

Emergency Family Care:

For team members who need to take time off for Emergency Family Care, four (4) weeks of paid time off may be provided during the lifetime of the team member's employment with TAA. Once the four (4) weeks has been used, it does not refresh. Emergency Family Care may be used intermittently or in a block of time. It is the discretion of People Operations to determine qualifying events. To determine if Emergency Family Care can be used, contact People Operations for the criteria on qualifying events.

Interaction with the Family and Medical Leave Act (FMLA) Policy:

The paid Maternity Leave, Parental Leave, and Emergency Family Care Programs all are in addition to the benefits afforded under the FMLA. Payment under these programs precede application for FMLA. Once the benefits of the Maternity Leave, Parental Leave or Emergency Family Care programs are exhausted, the team member may apply for coverage under the FMLA policy, if applicable.

Notice and Verification:

When requesting use of any Additional Paid Time Off option, a team member must make reasonable efforts to provide advance notice to their supervisor and schedule the absence in a manner that does not unduly disrupt TAA's operations. When absence is due to a short-term illness or injury is not foreseeable, team members must advise their immediate supervisor of the absence on a daily basis, before each regularly scheduled shift according to the Department's notification procedure.

Authorized by:



Danette Bewley
President/CEO



Date