EXECUTIVE COMPENSATION PLAN

Annual Leave
Employees in the Executive Compensation Plan earn 25 workdays per year of annual leave. The annual leave year runs from September 1 – August 31. You may accrue up to 50 days of annual leave. At the end of the annual leave year, any annual leave accumulations above the 50 day cap, will be removed from the record and thereafter may not be used; there is no compensation for unused annual leave in excess of 50 days in the event of discontinuance, resignation or retirement. Exceptions to this policy will be made only when a senior executive requires an employee to forego all or part of his/her annual leave because of extraordinary circumstances. Monthly accrual is @ 2 days per month with 3 days in August only.

Note: Any member of the ECP, who as of August 31, 2010 has accumulated Annual Leave in excess of 50 days shall have a personal CAP accrual maximum equal to the number of days accrued as of 8/31/10.

Sick Leave
Each year you earn 20 calendar days of temporary disability leave exclusive of Saturdays, Sundays and authorized holidays and recesses. The unused portions of temporary disability leave can be accumulated to a maximum of one hundred and sixty (160) calendar days. Sick leave is earned only after a full month of service and no accruals are granted for service of less than a calendar month. Monthly accrual is @ 1 day, 4 hours, 40 minutes.

Unscheduled Holidays
There are generally four (4) unscheduled holidays (personal days) during the period September 1 – August 31 of each year. One day is accrued in September, December, March and June. Unscheduled holidays cannot be taken in increments of less than a day nor are they carried over to the next year.

Special Leave
An employee may be excused without charge for a period of up to four (4) days when a death occurs among members of the employee's immediate family, as provided in the applicable Leave Regulations. When the death in an employee's immediate family occurs while the employee is on annual leave, or sick leave such time as is excusable for death in the family shall not be charged annual leave of sick leave. (Immediate family shall be defined as spouse; natural, foster, or step parent; grandchild; mother-in-law; father-in-law; natural, foster, or step brother; natural, foster, or step sister, natural, foster, or step child or any relative residing in the same household and effective January 1, 2004, the Domestic Partner of the employee and a child or parent of the Domestic Partner or any other relative of the domestic partner living in the same household) Use Form for Special Leave.

Note: If you choose to work the Summer 4-day work week schedule @ 8 hours and 45 minutes a day, then a 1-day annual leave or sick leave is calculated accordingly at 8 hours and 45 minutes.