

EXHIBIT A

Sec. 8.0(a)(i)(8) of Policy No. 1410 is amended to read as follows:

POLICY 1410: Total Benefit Package (TBP)

8. PROCEDURES.

a. Time Off.

i. Time Off Bank (TOB).

(8) Time off is allocated to employees in paid status based on years of service (exceptions only in the case of employment contract, hiring agreement, employee recognition program, performance management system, and lateral benefit considerations), based on the following schedules for regular full-time equivalent (1.0 FTE) employees:

Years of Service	Hours Per Month/Max Days per Year	TOB Max
Less than 5 years	16.67 hours/25 days	200 hours/25 days
5 to10 years	20.00 hours/30 days	240 hours/30 days
10 to 25 years	23.33 hours/35 days	280 hours/35 days
25 years and over	26.67 hours/40 days	320 hours/40 days

Those employees holding a budgeted position of less than full-time shall have their time off hours prorated according to actual FTE.

Current Language

POLICY 1410: Total Benefit Package (TBP)

8. PROCEDURES.

a. Time Off.

i. Time Off Bank (TOB).

(8) Time off is allocated to employees in paid status based on years of service (exceptions only in the case of employment contract, hiring agreement, employee recognition program, performance management system, and lateral benefit considerations), based on the following schedules:

Regular Full-Time Employees: Full-time Equivalent (FTE) 1.0. Those employees holding a budgeted position of less than full-time shall have their time off hours prorated according to actual FTE.

Years of Service	Hours Per Month/Max Days per Year	TOB Max
0-5 years	16.67 hours/25 days	200 hours/25 days
6-10 years	20.00 hours/30 days	240 hours/30 days
11-24 years	23.33 hours/35 days	280 hours/35 days
25 years and over	26.67 hours/40 days	320 hours/40 days