

DOE Form AD-36
(4-91)

No.

RA No. 08

**U. S. Department of Energy
REIMBURSEMENT AUTHORIZATION**

Pages 4-4 Section 4.4b

Project

Location

Operations and Research

Oak Ridge, Tennessee

Contractor

UT-Battelle, LLC

Contract No.

Date of Contract

DE-AC05-00OR22725

April 1, 2000

The following modifications to the Advance Understanding on Personnel Costs (Appendix A) is approved as an allowable cost, effective: January 1, 2003.

This R. A. incorporates the increase to our vacation accrual for new hires and staff with less than 5 years of service. Appendix A, 4.4 Vacations, will change to indicate a start to accrue on a weekly basis at a 3 week rate of 120 hours and to allow immediate banking up to the specified limit. We also need to correct an error in the terminology; it should be "Eligible Company Svc" and not "Eligibility Credited Svc" under the table column heading under 4.4 b.

The attached page is a sample of the page to be replaced in Appendix A. Upon approval of this RA (No.8), Appendix A will be reissued in its entirety on the Web.

The contractor has a period of 60 days to transition completion of the changes resulting from this revised R.A. No. 8.

The following highlights the changes incorporated by this R.A.:

<u>Page</u>	<u>Section</u>	<u>Description</u>
4-4	4.4b	To increase our vacation accrual for new hires and staff with less than 5 years of service. Appendix A, 4.4 Vacations, will change to indicate a start to accrue on a weekly basis at a 3 week rate of 120 hours, and to allow immediate banking up to the specified limit.
4-4	4.4b	To correct an error in the terminology; it should be "Eligible Company Svc" and not "Eligibility Credited Svc".

Approval for the U. S. Department of Energy by:

Date


Mr. George J. Malosh, ORNL Site Manager

3/12/03

RA08
 01/01/2003

Hire Date	Vesting/Accrual Schedule	Eligibility Company Credited Service	Vacation Hours	Banking Maximum
Prior to 1-1-96	Upon attainment of actual service	6 months	40	None
	during the 1st year. On	1-4 years	80	None
	December 31st	5-9 years	120	240 hours
	thereafter	10-19 years	160	240 hours
		20 years and over	200	240 hours
		*30 years and over	*240	240 hours
On or After 1-1-96	Accrual weekly	6 months	40	None
		1-4 years	80	None
		Date of hire—9 years	120	200 hours
		10-19 years	160	200 hours
		20 years and over	200	200 hours

*Only employees with 15 years or more Company Service years prior to 1-1-96 receive 240 hours.

4.4.1 Vacation Payments

- a. An hourly employee who is deprived of a vacation at the end of the year due to a short-term disability, through management action, or because of unusual working conditions may receive payment for such vacation in addition to regular pay. A salaried employee similarly deprived of a vacation will receive equivalent time off in the following year unless the contractor authorizes payment for the vacation.
- b. An individual may be paid for unused vacation at the time of termination

4.4.2 Vacation Exceptions

The Director Human Resources and Diversity Programs has authority to change vacation entitlement in two ways:

- (1) by rolling entitlement from one year to the next where work schedules did not permit the employee to use the vacation and banking is not available; or
- (2) by granting up to one week of additional vacation eligibility on an exception basis to select new employees when, in the opinion of the Contractor, such an extraordinary entitlement is necessary to successfully hire the senior, critical, or key employee. In such exceptional cases, the individual would be eligible for either three or four weeks of vacation each year as authorized by the Director Human Resources and Diversity Programs until their company service would deem them eligible for more vacation.