

**Long-Term Employee Recognition**  
(Office Administrator Only)

An employee of the P.C. who completes ten years of continuous employment in the capacity of "Office Administrator" shall receive four weeks of paid bonus vacation ("bonus vacation"), in addition to vacation benefits otherwise earned ("regular vacation"). This benefit shall be used during the anniversary year immediately following the completion of ten years of continuous service. It may be used in conjunction with no more than two weeks of regular vacation, unless otherwise approved by the P.C.'s president. The P.C.'s president shall approve the scheduling of any remaining regular vacation available to the Office Administrator during that year.

Beginning in the anniversary year that the Office Administrator receives this benefit, the Office Administrator's years of continuous service will begin to accrue again for the purpose of receiving subsequent benefits under this policy. After the first bonus vacation benefit is taken, the Office Administrator shall receive this bonus vacation benefit every sixth year of continuous service thereafter. As used in this policy, the term "continuous service" means that the Office Administrator has remained on the P.C.'s payroll without a break in service. A leave of absence taken under state or federal law shall not be a break in service under this policy.

Under this policy, since [insert name of Office Administrator here] received her first bonus vacation benefit in 1996, her next bonus vacation benefit will become available in 2002, provided she meets the criteria hereunder and subject to the last paragraph hereof.

This policy may be revoked or altered at any time by the P.C. Upon termination of employment, there will be no payment for unused benefits under this policy.