

2021 VACATION RULES

1. The vacation period is January 1 through December 31.
2. Vacations may be split into separate periods of not less than one (1) week each, except that up to 5 days (4 in the case of employees on a 4-days week) may be taken on a one-day-at-a-time basis with the approval of local management.

Such approval will not be unreasonably withheld.

3. All vacations shall follow the contractual workweek - Saturday through Friday. The Company, at the request of the employee, will schedule at least two (2) days off continuous to the employee's vacation (Thursday and Friday before, or Saturday and Sunday after). If an employee splits his or her vacation into two such segments, the preceding sentence shall be applicable to a maximum of two such segments unless otherwise mutually agreed. The employee must request continuous days off before the week schedule is posted that covers the days off in question. In extreme circumstances, mutually agreeable starting dates for vacations may be set up, if agreed to in advance by the Local 53 Executive Board and the Department Head.
4. Employees scheduled to transfer to another group for Vacation Relief will choose their vacation in the group to which they are scheduled to transfer if such transfer is for more than sixteen (16) weeks and they are notified of such transfer before they select vacation.
5. The number of employees on vacation for any given week is shown on the attached chart.
6. The NABET Committee and the Company agree that, upon request, the Company may distribute to the NABET Vacation Committee Representative in each area to post in a visible area the vacation patterns for 2020. Employees shall select their 2021 vacations during the period of **November 9, 2020** through **December 7, 2020**.
7. Vacation patterns and vacation selections may be changed only by mutual consent of the Company and the local Vacation Committee, except that an employee and the Company may mutually agree to delay the start of an employee's vacation in cases of unusual skills, ability or experience, or where the employee has been working on an essential assignment which extends into the vacation period as originally scheduled.
8. **Sickness on Vacation:** If an employee becomes seriously ill or injured while on vacation, requiring hospitalization or similar confinement, he/she must immediately, upon return, present verifiable medical certification to his/her supervisor. If there is a dispute, the matter will be referred to the Local Union and the Company. If the matter cannot be

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resolved, it can be processed through the grievance procedure, including arbitration, if necessary.

9. Temporary employees who are granted time off with pay by mutual consent of the Company and the employees in lieu of vacation pay will be scheduled for such time off at a mutually agreed upon time. The Company will make every effort to notify temporary employees who are made regular employees of their change in status as soon as possible so that their vacation can be scheduled.
10. The following dates apply to the NABET staff editors, assistant editors, studio operations and EFP employees that are scheduled on E! programs and may be unavailable based upon workload considerations, but if available, the number of employees allowed will be at manager's discretion:
 - January 30-February 1, 2021 (Grammys)
 - February 26-March 1, 2021 (Golden Globes)
 - April 23-26, 2021 (Oscars)
 - May 3 and 4, 2021 (Met Gala)
 - Fourth of July week. Those employees who have officially requested and taken the last two (2) years will be ineligible to request it for this year.
 - September 19, 2021 (Emmys)
11. The following dates apply to the NABET employees that work for KNBC and may be unavailable based upon workload considerations, but if available, the number of employees allowed will be at manager's discretion:
 - Golden Globes week
 - Fourth of July week. Those employees who have officially requested and taken the last two (2) years will be ineligible to request it for this year.
 - July 17-August 8, 2021 (Summer Olympics)
12. The following dates may be unavailable based upon workload considerations, but if available, the number of employees allowed will be at manager's discretion:
 - July 23-August 8, 2021 (Summer Olympics)
 - November 20-26, 2021 (Thanksgiving Week)
 - December 18, 2021-January 3, 2022 (Christmas and New Year's Holidays). Only those employees who have not officially requested and taken either week within the last two (2) years will be eligible to request one or the other this year.

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13. Excluding the NABET staff editors, assistant editors, studio operations and EFP employees that are scheduled on E! programs, only one employee per department may be eligible depending on workload conditions to schedule vacation during the following periods:
- January 18 - February 24, 2021
 - April 22 - May 19, 2021
 - July 1 - July 11, 2021
 - November 6 - November 24, 2021
14. "Access Hollywood" will post the hiatus weeks as the weeks which will be available for vacation selection.
15. Vacation shall be selected according to past practice. The procedure was determined by an advisory vote on November 11, 1996, by eligible members.


Agreed and Accepted:



NABET-CWA Local 53
Chuck Klein, Vacation Chair



Date



NBCUniversal Media, LLC
Guianna Henriquez, Labor Relations



Date