

## MEMORANDUM OF AGREEMENT

### PTO/Vacation Buyback

We are in a unique time with unusual demands on the business. In anticipation of continued high business demands in the coming weeks and to provide employees with an opportunity to request pay in lieu of taking scheduled time off under certain conditions through the remainder of the year, the parties agree to the following:

- The Company, in its sole discretion, may elect to buy back currently scheduled PTO/vacation time from eligible employees following evaluation of employee requests. The Company will determine the job titles, locations, and time periods eligible for the buy-back opportunity. Employee participation is strictly voluntary.
- Eligible employees may request to sell back up to a maximum of 80 hours of currently scheduled 2020 PTO/vacation time and receive pay at the current base rate for those hours. The request must be in 8-hour/full day increments. The eligible employee must identify the hours/dates they are requesting to be sold back from the vacation schedule at the time of their request.
- The Company will determine the amount of buy-back hours and time periods that can be approved based on business needs. If more than one eligible employee requests to sell back the same week and the Company can accommodate some, but not all of the requests, seniority will govern.
- This Memorandum of Agreement (MOA) is applicable through 12/31/20 only, in no way modifies the existing contractual language, is not subject to the grievance and arbitration procedure (except a proceeding for the enforcement of the terms of this MOA), and is non-precedent setting.
- This MOA covers the following locals only – CWA 6171 AR, CWA 6300/01/11/12/73 MO, and CWA 6372 KS/MO



\_\_\_\_\_  
Company

9/4/20

Date



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Union

9/4/20

Date