

Memorandum of Agreement

This Memorandum of Agreement is hereby agreed upon between Fluor-BWXT Portsmouth LLC (FBP/ Company/Party) and United Steel, Paper, and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union (USW/Union/Party) Local 1-689. These modifications were effected as a result of discussions between the parties regarding recently approved changes to policies governing the above referenced employee leave provisions for the salaried work force. The USW IH Group, recently expanded, being composed of represented salaried employees, have agreed with the Company that the following provisions shall be effected immediately in the respective employee leave areas.

Bereavement/Funeral Leave

The following language will address the provisions for Bereavement Leave for this newly organized group consistent with the changes made in the currently effective P&T Unit collective bargaining agreement (CBA) between the parties, thereby amending **Article X Leave of Absence, paragraph H – Funeral Leave:**

1. Bereavement is charged separately and not included in, or to be deducted from PTO accrual.
2. Employees may receive up to three paid regularly scheduled work days off for the purpose of attending to matters concerning the death of a member of his or her immediate family.
3. Employees are required to provide documentation or obituary confirming the death or the hours will be deducted from the employee's PTO balance. This documentation is submitted to payroll.
4. A qualified family member* is defined as:
 - a. The employee's spouse
 - b. A parent, sibling, child (including by birth or legally adopted, stepchild, foster child, or a miscarried infant), step-parent, grandparent, grandchild, son-in-law, or daughter-in-law of the employee or the same of the employee's spouse. (NOTE: This includes brothers-in-law, sisters-in-law, parents-in-law, and grandparents-in-law among the others listed for the spouse.)
5. Up to four paid days will be granted to attend a funeral more than four hundred (400) miles from the PORTS site.
6. **IF** a death occurs in an employee's immediate family while he/she is on vacation, **THEN** he/she should promptly notify his/her manager. The employee will be permitted to cancel only those hours of vacation remaining after notification to his/her manager.

7. These excused absences are granted on the basis of the employee's need to be off work and must be exercised within a 14 consecutive calendar day period from the date of death. Total absences cannot exceed three work days. Specific justification (mourning, consoling other family members, handling estate matters, etc.) is not required for the employee's absence.

**Note: Funerals for other dependent relatives that reside in the employee's household, may also be considered covered under these provisions, with the exception that the 3-4 day leave period must be covered by the use of the employee's accrued PTO account or LWOP.*

Personal Leave Without Pay

The personal leave without pay (LWOP) provisions, currently covered in **Article X – Leave of Absence** of the P&T Unit CBA, are hereby amended and will similarly apply to the newly expanded IH Group, to include the following to the extent that they may provide for enhanced benefit to the employee:

1. An employee with one (1) or more years of service may take up to forty (40) hours of LWOP in a calendar year.
2. Employees must request approval from their supervisor at least one week prior to the need, except in emergency situations. Supervisor approvals are the only authorizations required.
3. The use of PTO is not required prior to request, approval, or use of LWOP.

Paid Time Off (PTO)

The paid time off provisions within the current P&T Unit CBA, in addition to the newly organized expanded IH Group, covered in **Article XII – Paid Time Off**, are hereby amended to include the following enhanced provision for employees with less than one year of service.

With the timely submission and approval of appropriate forms requesting PTO in advance of accrued benefits, employees may be extended up to forty (40) hours during their first year of service. (*This was formerly only available during the first four (4) months of service.*)