

Procedure for vacation pay to weekly employees from CETYS University

VACATIONS:

I. Generals:

- The headperson of each department is in charge of elaborating a yearly vacation calendar for their personnel.
- This calendar is presented to the department director for revision and approval.
- All employees with more than a year working in the institution uninterruptedly will have paid vacations.
- Vacations will not be remunerated at any time and under any circumstances.
- Vacation periods cannot be accumulated.

II. Vacations Pay:

- All vacations will be paid in the payroll.
- Vacations will be paid as follows:
 - ✓ In the corresponding weekly payroll must be included all the vacation days the employee has.
 - ✓ Invariable, vacations must be reported on Tuesdays of every week, the latest, so they are included in the corresponding payroll; no special vacation payrolls can be elaborated.
 - ✓ A vacation pay equivalent to 25% of the total corresponding vacation days will be paid in the payroll as described above.

III. Authorization of vacations must be according to the following table:

Levels	Who authorizes them
Maintenance and surveillance	Supervisor and head of department
Supervisors	Department manager

IV. The authorization for vacations pay will invariably be in writing and must include the authorization signature of the people indicated in the previous chart.

V. Vacations table for the institution's weekly personnel:

Service years	Corresponding vacation days
01	6 days
02	8 days
03	10 days
From 4 to 8	12 days

VI. Considerations:

- After the third year of service, two vacation days will be added for every five years of service.

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- Each year, one working day will be added to the corresponding vacations, for the birthday, which will be fully paid, without being considered for calculating the vacation pay.
 - In order to grant vacation days, business days will be considered, without counting the weekly resting days required by the Federal Working Law, article 74, and part VIII described in this document.
- VII. Vacation pay:
- All personnel have the right to a vacation pay equivalent to 25% on the corresponding salary in the vacation days.
 - Vacation pay will be paid to employees together with the days they have the right to, according to the table in Part V of this procedure, in the corresponding weekly payroll.
- VIII. Obligatory resting days: (Art. 74 FLL)
- January 1st
 - The first Monday of February, observing February 5th.
 - The third Monday of March, observing March 21st.
 - May 1st
 - September 16th
 - The third Monday of November, observing November 20.
 - December 1st, every 6 years.
 - December 25th.
 - Those determined by the Federal and Local Electoral Laws, in case of ordinary elections.
- IX. It is forbidden to pay vacations to employees who do not fulfill with the requirements specified in this document in advance.
- X. All vacation payments must be done according to the requirements stated in this document; any exceptions must approved by the Administrative Vice-Presidency.

THIS DOCUMENT WAS ELABORATED ON JANUARY 1, 2008, IN MEXICALI, IN THE STATE OF BAJA CALIFORNIA.

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INSTITUTO EDUCATIVO DEL NOROESTE, A.C.

Year	Vacations	Vacation Pay	Christmas Bonus	Additional payments	Factor
1	6.00	25.00	30.00	0.00	1.09
2	8.00	25.00	30.00	0.00	1.09
3	10.00	25.00	30.00	0.00	1.09
4 to 8	12.00	25.00	30.00	0.00	1.09
9 to 13	14.00	25.00	30.00	0.00	1.09
14 to 18	16.00	25.00	30.00	0.00	1.09
19 to 23	18.00	25.00	30.00	0.00	1.09
24 to 28	20.00	25.00	30.00	0.00	1.10
29 to 33	22.00	25.00	30.00	0.00	1.10
34 to 38	24.00	25.00	30.00	0.00	1.10
39 to 43	26.00	25.00	30.00	0.00	1.10
44 to 48	28.00	25.00	30.00	0.00	1.10
49 to 53	30.00	25.00	30.00	0.00	1.10
54 to 58	32.00	25.00	30.00	0.00	1.10
59 to 63	34.00	25.00	30.00	0.00	1.11