

**RESOLUTION OF THE MEMBERS OF THE BOARD OF THE ALBANY
CONVENTION CENTER AUTHORITY TO AUTHORIZE AMENDING AND
RESTATING THE EMPLOYEE TIME AND ATTENDANCE MANUAL**

AUGUST 1, 2024

WHEREAS, the Albany Convention Center Authority (the “Authority”) is a public benefit corporation established to design, develop, plan, finance, create, site, construct, renovate, administer, operate, manage, and maintain a convention center and related facilities to be located in the City of Albany, New York; and

WHEREAS, pursuant to and in accordance with the Public Authorities Accountability Act, as amended (the “Act”), the Authority is required to establish written guidelines and procedures concerning its personnel; and

WHEREAS, pursuant to Resolution No. 10-08 dated April 25, 2008, the Authority adopted an Employee Time and Attendance Manual; and

WHEREAS, pursuant to Resolution No. 05-21 dated January 28, 2021, the Authority approved an Amended and Restated Employee Time and Attendance Manual to reflect then current staffing levels and to simplify the policy while ensuring an appropriate accrual of paid leave; and

WHEREAS, the Authority desires to further amend and restate its Employee Time and Attendance Manual to reflect certain terms contained in an offer letter with respect to vacation time for the position of Executive Director; and

NOW, THEREFORE BE IT RESOLVED by the Members of the Board of the Authority, as follows:

SECTION 1: The Members of the Board of the Authority hereby adopts the Second Amended and Restated Employee Time and Attendance Manual in a form substantially attached hereto.

SECTION 2: The Chair and Executive Director, each of them without the other, are hereby authorized and directed to take such actions as are necessary and appropriate to effectuate the foregoing resolution.

SECTION 3: This resolution shall take effect immediately; provided, however, the provisions of the Second Amended and Restated Employee Time and Attendance Manual shall take effect for new hires occurring on and after January 1, 2024.