

Vacation Eligibility

The Company recognizes that employees need scheduled time away from their normal work duties for their personal wellbeing. Employees are expected to take their paid vacation time as a means of rest and diversion for themselves and their families.

The vacation calendar year runs from January 1 to December 31. At the beginning of each calendar year, the Company grants annual paid vacation time off to full-time employees based on the number of years of service as noted below. Service years are determined by looking forward to the number of years the employee will have achieved as of December 31st of the vacation year.

Number of Years a/o 12/31	Eligible Vacation
0 - 1	up to 1 week (5 days)
1 - 7	2 weeks (10 days)
8 - 17	3 weeks (15 days)
18+	4 weeks (20 days)

New hires will be eligible for paid vacation during their first year of employment based on the month they are hired as follows:

<u>Hire Month - # of days</u>	<u>Hire Month - # of days</u>
Jan / Feb - 5 days	July / Aug - 2 days
Mar / Apr - 4 days	Sep / Oct - 1 day
May / Jun - 3 days	Nov / Dec - 0 days

Scheduling And Guidelines

- Vacation time must be taken in increments of 8 hours unless approved by management.
- Vacation time must be taken in weeks unless approved by management.
- Requests must be made at least four (4) weeks prior to the desired vacation time and must be approved in advance by Department Heads.
- Reservations for vacation days for the upcoming year will be granted by length of service by Department until December 15th. After that, selections will be on a first come first serve basis.
- Any unused vacation time not applied for by December 1st of the current year shall be lost unless approved by management.
- Management reserves the right to restrict days or weeks of when available vacation time can be taken due to the nature of our business. These exact blackout days/weeks will be provided each year but typically the week prior to: Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.
- Job requirements will always have precedence over vacation schedules.
- Unused vacation time may not be carried over into the next vacation calendar year unless approved as an exception by management based on limited, extenuating circumstances.
- Any unused vacation time will be forfeited.

- Employees are expected to limit taking vacation to one (1) week starting from the week before Memorial Day to the Week After Labor Day. Exceptions will be made on a case by case basis for employees who have earned 4 weeks.
- The Company will cover the first two (2) days off for employees who win incentive trips during working hours. Any time taken more than 2 days will be deducted from the employee's vacation allotment.
- If a company paid holiday falls during the vacation period, the time off will be considered as a paid holiday and not vacation time. This day of vacation may be taken at another time as approved.
- An employee must work their regularly scheduled workdays before and after the paid vacation period to be eligible to receive vacation pay.
- Pay for vacation time will be at the employee's base rate of pay.
- Paid vacation time will not be considered as time worked for the purpose of computing overtime.