

Vacation

A. Salaried Employees:

Salaried employees will begin accruing paid vacation time only after they have been employed for 6 months. Vacation time is accrued pro rata throughout the calendar year.

Salaried employees accrue 1.54 vacation hours per week of employment for a total of 10 days (80 hours) based upon the following conditions:

Must be a full-time salaried employee (working at least 32 hours per week).

Upon January 1st, vacation time will be reset to zero; no carry-over is permitted.

In some instances, salaried employees may be permitted to have NEGATIVE vacation time not exceeding 40 hours. His/her manager has the authority to establish the limits of the negative balance. Should a salaried employee terminate/resign with negative vacation time, the compensation for the balance will be deducted from his/her final paycheck.

Beginning the 5th annual anniversary of the hire date, salaried employees will begin accruing vacation time on a pro rata basis throughout the calendar year at a rate of 2.308 hours per week.

Five year salaried employees accrue 2.308 vacation hours per week of employment for a total of 15 days (120 hours) per year based upon the following conditions:

1. Must be a full-time employee (working 32 hours per week).
2. Upon January 1st, vacation time will be reset to zero; no carry-over is permitted.
3. A salaried employee is permitted to have NEGATIVE vacation time not exceeding 40 hours. His/her manager has the authority to establish the limits of the negative balance. Should a salaried employee terminate/resign with negative vacation time; the compensation for the balance will be deducted from his/her final paycheck.

B. Hourly Employees

Hourly employees will begin accruing vacation time only after they have been employed for 2 years. Vacation time is accrued pro rata throughout the calendar year once an hourly

employee reaches their 2-year anniversary date.

Hourly employees accrue .0192 vacation hours per week for a total of 5 days (40 hours) based upon the following conditions:

1. Must be a full-time hourly employee (working at a minimum of 32 hours per week for 2 consecutive years.
2. Upon January 1, vacation time will be reset to zero available hours; no carry-over is permitted.
3. In some instances, an hourly employee may be permitted to have NEGATIVE vacation time not exceeding 20 hours. His/her manager has the authority to establish the limits of the negative balance. Should an hourly employee terminate/resign with negative vacation time; the compensation for the balance will be deducted from his/her final paycheck.

Employees must notify their supervisor at least two weeks prior to taking vacation, unless the vacation is required due to an emergency. In an emergency, employees must notify their supervisor of their intended vacation as soon as possible. All vacation requests should be made in ViewPoint. Forms must be turned in to your supervisor for approval prior to any vacation leave for approval.

Vacation leave will be permitted for only 1 week (5 days) of consecutive leave. In November and December, employees will be limited to 1 week of approved vacation leave only during the holiday season (the week preceding, and the week following Thanksgiving and Christmas). There may be exceptions made for a special circumstances, such as a marriage. Advanced notice of at least 45 days and special approval from direct supervisor will be required for any situations considered to be a special circumstance.

Workloads, time constraints, the requests of other employees, and other factors may prohibit the approval of an employee's vacation request. While the Company will attempt to accommodate each employee's preference, all employees must be prepared to accept alternative dates if required by the Company for reasons it deems necessary or appropriate.

The Company recognizes that employees' health and productivity are enhanced by occasional breaks from the stresses of the workplace, and the Company encourages employees to take the vacation days to which they are

entitled in the year they are earned. For that reason, employees may neither carry unused vacation into the following calendar year nor receive additional pay for unused vacation at the end of the year.

NOTE: Employees will not accrue vacation during periods in which they are not actively working, with the exception of employees on military leave in certain circumstances.