Purpose

The Company aims to provide employees with the opportunity to rest, recharge, and maintain a healthy work-life balance. Paid vacation is offered to support employees' well-being, enhance job satisfaction, and boost overall productivity.

Scope

Regular full-time Confidential employees (exempt and non-exempt) working thirty-two (32) hours or more per week are eligible to accrue paid vacation. Non-confidential, part-time, and temporary employees, including interns, do not qualify for vacation benefits.

Vacation Accrual

Employees accrue Vacation at a rate determined by their years of service with the Company as calculated from when they first become eligible for Vacation. Years of service will be determined on a calendar year basis. Full years of service are allocated on December 31 of each year.

Newly eligible employees (New Hires, Rehires, promotion/transfer to Confidential position) receive a full year of service credit for the first calendar in which the eligibility event occurred, regardless of when the event occurred within the calendar year. No credit for service is granted for time served as a Non-confidential, part-time, or temporary employee (including internships).

Vacation Accrual Schedule

Years of Service	Per Pay Period Accrual	Annual Accrual Cap	Maximum Accrual Cap
0 thru 5 Years	3.08 hrs/pay period	80 Hours (2 Weeks)	160 Hours (4 Weeks)
6-14 Years	4.62 hrs/pay period	120 Hours (3 Weeks)	160 Hours (4 Weeks)
15-29 Years	6.15 hrs/pay period	160 Hours (4 weeks)	200 Hours (5 Weeks)
30+ Years	7.69 hrs/pay period	200 Hours (5 weeks)	240 Hours (6 Weeks)

Vacation accrues on a bi-weekly pay period basis up to the yearly maximum. Vacation accrual will cease whenever the employee reaches the maximum accrual cap allowed for their vacation. Vacation hour accruals will only begin again whenever the employee uses their vacation time and their maximum accrual hours are less than the maximum accrual cap allowed.

Scheduling Vacation

Vacation hours may be used after they are earned. Vacation requests should be submitted and approved by the employee's manager at least two weeks before the scheduled vacation period. Partial day absences of four (4) hours or more shall count against accrued vacation unless otherwise approved by the employee's manager.

The use of accrued vacation for partial-day absences is subject to the same request process. Exceptions may apply for absences occasioned by illness or disability, including work-related accidents. It is the responsibility of employees to ensure that they have enough accrued vacation to cover the requested time off.

Vacation Pay

Vacation is paid at the employee's straight-time base rate in effect on the day before the vacation time is taken, including shift differential. Vacation pay is not time worked and therefore is not included for purposes of calculating overtime pay. When a Company paid holiday occurs during the employee's scheduled vacation period, vacation will not be charged for that day. The day will instead be charged to Holiday pay, if applicable.

Leave of Absence

Vacation hours do not accrue during any period of leave of absence. Vacation accrual will resume upon the employee's return to work.

Payment upon Termination

If employment is terminated for any reason, accrued, unused vacation to which the employee would normally be entitled will be paid at the employee's base rate of pay at termination. If employment is terminated and the vacation balance is in the negative, the employee agrees to reimburse the company for the cost of the vacation advance. Employees may not use accrued vacation to extend employment beyond the last day of active work.

The Company reserves the right to adjust this policy at its discretion.