

VACATION POLICY

REV. 2022

VACATION LEAVE

In the calendar year in which a full time Associate is hired, he earns up to ten (10) vacation days (80 hours), pro-rated by the portion of the year worked. These vacation days are available to the Associate in the following year. No vacation is considered earned nor eligible to be taken until an Associate has worked a minimum of six (6) consecutive months.

VACATION WILL BE EARNED ACCORDING TO THE FOLLOWING POLICY:

• Hire date thru 5th month	- 0 paid vacation eligible to accrue
• 6th month thru 12th month	- 5 paid vacation days per year
• 13th month and each year after	- 10 paid vacation days per year

Beginning with the first full calendar year of employment and all years thereafter, a full time Associate earns ten (10) vacation days (80 hours) available to the Associate in the following year, provided he has worked twelve (12) continuous months during a qualifying period of January 1 to December 31. Full time Associates with less than 12 continuous months of service in such a period will be eligible for vacation days proportionate to the amount of time worked.

If there is a plant shut down, all Associates will take, at that time, their accrued vacation leave days up to five (5) days.

REQUESTS

The vacation period will be at the discretion of the Company. Associates must request vacation in writing 72 hours prior to the vacation time wanted. Three days of vacation may be used on an emergency basis with the approval of the Team Leader or manager.

1. The Company will endeavor to grant vacation at the time Associate requests, insofar as it is possible to do so and maintain efficient and orderly operation of the plant.
2. The Company reserves the right to rearrange vacation schedules or to determine the period of each Associate's vacation; an effort will be made to select a period that is satisfactory to the Associate.
3. An Associate may request a vacation check(s), when requesting five(5) or ten (10) continuous days of vacation within a pay period. This check may be requested on the vacation request form.
4. Vacation may not be carried over to another year and may not be borrowed from a succeeding year. Vacation must utilize all their accrued vacation during the year earned.
5. No more than 10% of the available workforce in a particular department will be allowed to take vacation at any given time.