

VACATION

Vacation leave is a fringe benefit for regular full-time employees subject to the scheduling and operational needs of the affected department. All employees are encouraged to use this time to enjoy their family and re-energize. Employees must submit written requests at least two weeks in advance for vacation time and receive prior authorization from their department manager before scheduling vacation time off.

The amount of annual vacation is based on your years of employment with the Company and is calculated from the anniversary date of hire.

<u>Years of Service</u>	<u>Weeks of Vacation</u>
1 year	1 week
2 years	2 weeks
7 years	3 weeks (1 week must be taken during the winter)
15 years	4 weeks (2 weeks must be taken during the winter)

Vacation pay for hourly and salaried employees shall be computed at the regular weekly or hourly rate the employee earns at the time of the vacation. For Commissioned Salespeople, vacation pay will be based on the average weekly earning from the prior year's W-2; however, in no event will the maximum weekly vacation pay exceed \$750.00.

Vacation leave may not be carried over into the next calendar year. Employees may not take vacation for two or more consecutive weeks unless the employee has received prior approval from their department manager. Employees are encouraged to use their vacations and will NOT be paid for any unused vacation time.

Department Managers are also encouraged to use their vacation time. They are required to take at least one week per year of their earned vacation. Managers must submit written requests at least two-weeks in advance for vacation time and receive prior authorization from the General Manager, Vice President or President. If a manager does not use the balance of the vacation time earned, he/she will receive payment of 50% for the remaining vacation time that was not taken.

If an observed holiday falls within your vacation period, you may receive an additional day of paid vacation at a time to be mutually agreed upon with your department manager.

Employees will not receive pay for accrued vacation leave upon resignation, retirement or termination for any reason.