

TIME-OFF BENEFITS AT A GLANCE

VACATION TIME

You begin accruing Vacation Time on your date of hire. The amount of paid vacation you receive each year is dependent on your exemption status and length of service as shown in the following schedules (part-time employees will accrue vacation on a prorated basis):

Non-Exempt

| Length of Service | Hrs. Accrued / Pay Period | Approx. Vacation Days / Year | Vacation Cap |
|-------------------|---------------------------|------------------------------|---------------------|
| 1-5 | 3.7 | 12 | 192 hrs. (~24 days) |
| Between 5-10 | 4.6 | 15 | 240 hrs. (~30 days) |
| Between 10-15 | 5.5 | 18 | 288 hrs. (~36 days) |
| 15 & Over | 6.5 | 21 | 336 hrs. (~42 days) |

Exempt

| Length of Service | Hrs. Accrued / Pay Period | Approx. Vacation Days / Year | Vacation Cap |
|-------------------|---------------------------|------------------------------|---------------------|
| 1-5 | 4.6 | 15 | 192 hrs. (~24 days) |
| Between 5-10 | 5.5 | 18 | 240 hrs. (~30 days) |
| Between 10-15 | 6.5 | 21 | 288 hrs. (~36 days) |
| 15 & Over | No Change | No Change | 336 hrs. (~42 days) |

Executive

| Length of Service | Hrs. Accrued / Pay Period | Approx. Vacation Days / Year | Vacation Cap |
|-------------------|---------------------------|------------------------------|-------------------|
| All | 7.7 | 25 | See Plan Document |

SICK TIME

Sick Time is provided at the rate of 3.7 hours per pay period or approximately 12 days per calendar year. Part-time employees accrue Sick Time on a pro-rated basis. There is no cap on sick leave accruals.

HOLIDAYS

You will receive paid time off for the following holidays:

- New Year's Eve (Close @ 12:00)
- President's Day
- Independence Day
- Veteran's Day
- New Year's Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Eve (Close @ 12:00)
- MLK Jr./Human Rights Day
- Juneteenth
- Columbus Day
- & Day After
- Christmas Day

A holiday that falls on a Saturday will be observed on the preceding Friday. A holiday that falls on a Sunday will be observed on the following Monday. Holidays that fall on Monday through Friday will be observed on the respective days in which they fall.