



Vacation Accrual and Use Policy

Vacation Accrual

*Employees represented by Local 46, please refer to current Union Contract

Employees that work full timeⁱ or part timeⁱⁱ are eligible to take accrued vacation leave with pay after six months of regular employment. Temporary/seasonal internⁱⁱⁱ employees will not be eligible to accrue vacation leave.

Vacation Leave accrues for full-time employees as follows:

Vacation Accrual Full Time	Hours	Days
After 6 months and during your 1 st year	80 hours	10 Days
During 2 nd & 3 rd Years	96 hours	12 Days
During 4 th & 5 th Years	120 hours	15 Days
During 6 th & 7 Years	136 hours	17 Days
During 8 th & 9 th Years	152 hours	19 Days
During 10 th Year and Thereafter	160 hours	20 Days

Part time employees see Addendum for Vacation Accrual for Part Time Employees.

Vacation Leave Accumulation:

A maximum of 25 working days (200 hours for full time, pro-rated for part time) may be accumulated.

Absences:

Scheduled Absences: All absences should be scheduled with and approved by your direct supervisor. Please work with your supervisor in making proper arrangements to cover your time away. If Vacation Leave (or Sick Leave) is available, you must use it instead of opting for unpaid time off. Exceptions to this must be approved by your supervisor or HR.

Unscheduled Absences: In the event of notification of an unscheduled absence, employees are required to use available paid time (this includes Sick/Safe Time and Vacation).

Once all paid time is exhausted, exempt and non-exempt employees will take time without pay. Exceptions to this must be approved by your supervisor or HR.



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Vacation Use/Increments:

If a paid holiday occurs during employee's scheduled vacation (and employee is eligible for paid holidays), you will be paid for the holiday and the holiday will not count as vacation. Depending on the needs of the business, employees may take vacation in daily or weekly increments.

Employees may not take leave in less than hourly increments. During vacation, an employee will be paid for a regularly scheduled day (or relevant portion thereof) at his or her base hourly rate or salary (or prorated amount for part-time employees).

Accrued Vacation Upon Separation:

When separating employment from the company, the employee will receive payment for accrued, unused vacation hours banked as of the date of separation. Should the separation date occur within six months of the current years' vacation accrual, the employee will be paid a prorated amount for the current years' accrual.

Addendum for Vacation Accrual for Part Time Employees

Vacation Accrual Part Time	Hours Worked (per week)	Hours	Days
After 6 months and during your 1 st year	20-29 hours 30-39 hours	40 hours 60 hours	10 Days
During 2 nd & 3 rd Years	20-29 hours 30-39 hours	48 hours 72 hours	12 Days
During 4 th & 5 th Years	20-29 hours 30-39 hours	60 hours 90 hours	15 Days
During 6 th & 7 Years	20-29 hours 30-39 hours	68 hours 102 hours	17 Days
During 8 th & 9 th Years	20-29 hours 30-39 hours	76 hours 114 hours	19 Days
During 10 th Year and Thereafter	20-29 hours 30-39 hours	80 hours 120 hours	20 Days

ⁱ Full time employee: works >36 hours per week

ⁱⁱ Part time employee: works 20-35 hours per week

ⁱⁱⁱ Temporary/seasonal intern employee: works for a limited time frame to support seasonal work.