

## Non-Exempt Vacation Policy

*Vacation, Floating Holidays, Company Holidays, Paternity Bonding Leave*

### Vacation

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Time away from work to relax and pursue special interests is important to everyone. All full-time employees are eligible for paid vacation. In addition, regular full-time hourly employees are entitled to Personal Time each year. The Company also designates eight days plus two floating holidays during the year as paid holidays. Time-off is also granted for jury duty military and bereavement leave.

### New Hire Vacation Entitlement

Employees who join the company are granted the following vacation in their first calendar year. New hires may not take vacation time for the first 90 days of employment.

### Vacation Accrual

Beginning the first full year of service, vacation hours will be granted on January 1 of each year for that year.

- Vacation time can be taken in one-hour increments
- Vacation hours are based on years of service.

New Hire Vacation	
Month of Hire	Hours
January	96
February	88
March	80
April	72
May	64
June	56
July	48
August	40
September	32
October	24
November	16
December	8

Vacation Accrual	
Years of Service	Vacation Hours Awarded
1	96
2	112
3 – 4	120
5 – 9	152
10 – 14	168
15 – 19	176
20 – 24	208
25 – 29	224
30+	240

### **Carry-over Vacation**

1. Employees are expected to use vacation whenever possible and to use any carry-over vacation early in the following year.
2. Essential Non-exempt employees may be paid excess carry-over vacation, not to exceed 40 hours. Any payouts in excess of the carry-over allotment requires approval from the Site Leader and HR Manager. Once approved, excess hours will be paid out via normal payroll processing in January of the following year at a straight time rate. (i.e., excess 2020 vacation will be paid in January 2021). It is important to remember vacation time is important for stress relief, health, safety, and productivity while maintaining a healthy work and home life balance.

### **Upon Termination**

Employees must complete their 90-day probationary period in order to be eligible for vacation payout.

The amount of carry-over vacation that will be paid out is:

- 19 years of service or less – 40 hours maximum
1. 20+ years of service – 80 hours maximum, Under no circumstances shall vacation paid at termination exceed the maximum carry-over amount (40 or 80 hours) plus current year's grant.
  2. Employees must provide a 2-week notice for vacation to be paid at time of voluntary termination. Employee must work through their 2-week notice.
  3. Under no circumstances shall an employee carry-over more than allotted hours based on years of service.
  4. Non-essential personnel are ineligible for vacation pay out for excess vacation beyond allotted carry-over amount.

### **Vacation Borrowing**

Employees who experience medical emergencies or who are affected by major disasters and have exhausted all paid leave available to them may borrow vacation hours from the upcoming year, with approval from their supervisor, Site Leader, and HR, as follows:

- 19 years of service or less – 40 hours maximum
- 20+ years of service – 80 hours maximum

If vacation is borrowed and the employee separates before year end, this will be considered an overpayment and will be subject to the overpayment recovery process.

### **Vacation Scheduling**

Below are guidelines on scheduling of vacation and to ensure adequate and safe coverage of plant operations.

1. Each Department will have their own guidelines for vacation and overtime scheduling/coverage. Refer to Minimum Staffing Guidelines and Shift Team Norms for additional guidelines.
- 2.

3. Unless the teams document an approved alternative method, vacation selection will be based on total service time. An employee can make only one selection the first time through the list. Increments of one week may be selected in each of the selection.
4. Vacation plans should be submitted and documented as soon in advance as possible.
5. Employees working alternate work schedules (anything over 8 hours per day-excluding shift workers) have the option of taking vacation hours on a scheduled holiday to keep themselves whole. For example, an employee working a 10-hour day schedule must take 2 hours vacation along with 8 hours of holiday pay to equal a 10-hour day.

**Holidays**

The Company will designate and observe certain days each year as holidays. Eligible non-continuous operation schedule employees will be given a day off with pay (8 hours) for each holiday observed. Continuous operation schedule employees will receive additional holiday pay compensation for each holiday observed.

The following are the holidays the company observes:

New Year’s Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Fourth of July	Christmas Day

Continuous operation schedule employees will be paid holiday pay on the actual day for which the holiday exists, regardless of when the holiday is observed for non-continuous operation schedule employees. (For example, if the Fourth of July holiday falls on a Saturday, and non-continuous shift employees observe the holiday on Friday, the continuous operations employees will be paid holiday pay on Saturday, not Friday.) Vacation on a plant holiday is not allowed unless an employee finds their own coverage. This includes the actual plant holidays as well as the shift observed holidays. (Easter, Christmas eve and New Year’s Eve are included) Employees must use 12 hours of vacation.

**Floating Holiday**

Employees are granted two Floating Holidays per calendar year (hours granted are based on scheduled hours (ex., shift employees receive 24 hours, day employees receive 16 hours). Floating holidays must be used within the calendar year. If an employee departs the company prior to using their Floating Holidays, these hours become forfeited and will not be paid out to the employee. It is a good practice for employees to use Floating Holidays early in the year.

**Paternity/Bonding Leave**

Employees are granted 4 weeks of paternity/bonding leave. Employees may take this time to care for a new child. This includes the employee’s new children by birth or by adoption. Employees should record these hours as Paternity leave in Time Clock Plus or Time off tool. In addition to paternity leave, an employee may, with his or her supervisor’s approval, use any available vacation or personal time for additional approved time off as necessary. Refer to the Leave of Absence portal for additional information.

[https://myheritagegroup.com/uploads/files/LOA/Parental\\_Family\\_Leave/Bonding\\_Leave\\_FAQs.pdf?v=1673533000500](https://myheritagegroup.com/uploads/files/LOA/Parental_Family_Leave/Bonding_Leave_FAQs.pdf?v=1673533000500)