

203.26 Human Resources – Vacations

Table of Contents

Introduction 1

Scope of Policy..... 1

Policy..... 1

 1. Eligibility For Paid Vacation Days. 1

 2. Accrual. 2

 4. Use of Benefits 2

 5. Pay For Unused Vacation Days. 3

 7. Holidays During Vacation. 4

Version Information..... 4

Introduction

Time away from work to rest, relax, and pursue personal interests is important. Therefore, paid vacation days will be provided to Forty-Niner Shops, Inc. employees according to the following guidelines.

Scope of Policy

This policy applies to all full-time employees.

Policy

1. Eligibility for Paid Vacation Days.
 - 1.1 Vacation days are available to full-time employees in accordance with the 49er Shops vacation and accrual schedule.
 - 1.2 Full-time employees become eligible for this benefit after one completed pay period.
 - 1.3 Part-time employees are not eligible for this benefit. (Part time employees include: part-time temporary, part-time regular, students, and seasonal employees)

203.26 Human Resources – Vacations

2. Accrual.

2.1. Based On Length of Service.

Vacation time for eligible employees accrues by monthly accrual at the following rates:

<u>Length of Service</u>	<u>Amount Earned Per Month/Year</u>
0-3 years	6.67 hours (10 days)
4-6 years	10.00 hours (15 days)
7-10 years	11.33 hours (17 days)
11-15 years	12.67 hours (19 days)
16-20 years	14.00 hours (21 days)
21-25 years	15.33 hours (23 days)
Over 25 years	16.00 hours (24 days)

Other Considerations:

Directors and executive level managers are eligible for 16.00 hours of vacation accrual per month upon hire.

Exceptions to the above accrual rates require the approval of the General Manager/CEO.

3. Use of Benefits.

- 3.1 All vacation time must be requested in advance and approved through timekeeping system by a manager. Consideration for department workloads must be taken into consideration by the requesting employee and approving manager.
- 3.2 Employees may not borrow vacation days against those anticipated to be accrued in the future.
- 3.3 Employees required to work on a scheduled vacation day will be allowed to reschedule the use of that vacation day.
- 3.4 The maximum accumulation of vacation hours permitted to be accumulated is 384 hours (48 days) during the first 10 consecutive years of employment, with an

203.26 Human Resources – Vacations

increase to a maximum of 440 hours (55 days) at an employee's 10-year anniversary.

- 3.4.1 Consecutive years of employment begin when the employee is classified as a full-time benefited employee.
 - 3.4.2 Vacation accrual is calculated/updated each pay period.
 - 3.4.3 Eligible employees may accrue vacation hours until they reach the maximum amount allowed in the schedule above. Once employees have accrued the maximum amount of vacation hours, vacation hours will stop accruing. Employees will begin accruing vacation hours again once they drop below the above threshold. All accrued but unused vacation benefits are paid at the time of separation of employment.
- 3.5 An exempt employee is required to use accrued vacation time or take a deduction in salary when absent from work for a full eight-hour day for approved time off. An exempt employee wishing to work a partial day for approved time off, will be required to use accrued vacation time if working less than a four-hour work day.
- 3.5.1 Example: Partial days worked/Partial Absence

An exempt employee that works at least a four-hour day and takes the remaining day off for approved time off, will be paid for the entire day without being required to use accrued vacation time.

An exempt employee that works less than a four-hour day and takes the remaining day off for approved time off, will be charged the appropriate amount of vacation time to cover the full eight-hour day.
 - 3.5.2 Example: Whole Day Absence

An exempt employee that takes a full day off for approved time off, will be required to use accrued vacation time to cover the full eight-hour day. Salary deductions may be made for full day absences when an exempt employee is absent for approved time off and the employee has yet to qualify for vacation accrual or has exhausted his/her leave allowance.

4. Pay For Unused Vacation Days.

Terminating employees will be paid for all accrued vacation time.

203.26 Human Resources – Vacations

5. Holidays During Vacation.

A Company holiday that occurs during a scheduled vacation will not be counted as a vacation day. In such situations, an employee will be given an alternate day off which may be added to the present vacation period or, with Management’s approval, taken at a later date.

Version Information

Policy Version	Date	Author	Description (if applicable)	Approved	Distribution
2.0	07/11/07	Nancy Green	An updated policy that includes limits		In manual, by email
2.1	06/30/08	Robert de Wit	An update to 203.26.03: accrual carryover & payouts		49er Policy Drive
2.2	05/16/12	Rosa Hernandez	An update to 203.26: cap vacation accruals		49er Policy Drive, location posting, by email
2.3	05/23/12	Rosa Hernandez	Revised language under 203.26.03 to include definition of: consecutive years		49er Policy Drive, location posting, by email
2.4	6.3.15	Rosa Hernandez	Revised language under Use of Benefits 3.5 for exempt employees.		49er Policy Drive, location posting, by email
2.5	2/24/17	Michelle Connole	Revised language under Accrual 2.1, Use of Benefits 3.1 for full-time employees, 3.5, 3.5.1 and 3.5.2 for exempt employees		49er Policy Drive, by email