

HOLIDAYS

The Company observes the following holidays for all full-time employees:

New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. A schedule of holidays observed for the current year will be issued in the beginning of each calendar year. If a holiday falls on a day that the office is closed, the date of its observance will be at the Company's discretion.

Holidays occurring during an associate's scheduled vacation will not be counted as vacation days.

Holiday hours not worked are **NOT** considered hours worked for overtime purposes. You must work your scheduled day before and after the holiday in order to receive holiday pay (i.e., if you call in sick the day before or after a holiday, you will **NOT** be paid for the holiday). Sick pay will be paid if all terms and conditions of a sick day are met.

The Company will make reasonable attempts to accommodate employees who need time off to observe religious holidays that are not observed by the Company. Such requests should be directed to and approved by your supervisor. If approved, time off for such unlisted religious holidays can be taken as paid personal time, vacation time or leave without pay.

TIME OFF

All full-time employees that have consistently worked their scheduled hours, after their probationary ninety (90) days, are eligible for time off.

ANNUAL TIME OFF IS GIVEN AS FOLLOWS:

- **Full-time Employees:**
 - **Within 1st year = 40 hours***
 - **After (1) one year to (2) two years = 80 hours**
 - **After (3) three years to (4) four years = 88 hours**
 - **After (5) five years to (6) six years = 96 hours**
 - **After (7) seven years to (8) eight years = 104 hours**
 - **After (9) nine years to (10) ten years = 112 hours**
 - **After (11) eleven years to (12) twelve years = 120 hours**
 - **After (13) thirteen years to (14) fourteen years = 128 hours**
 - **After (15) fifteen years to (16) sixteen years = 136 hours**
 - **After (17) seventeen years to (18) eighteen years = 144 hours**
 - **After (19) Nineteen years = 152 hours**
 - **(20) Twenty years and beyond = 160 hours**
- **Part-time Employees:**
 - **Working 20 – 30 hours per week are entitled to 8 hours**
 - **Working 30+ hours per week are entitled to 24 hours**

***Time off is considered an advance within the first year of employment.**