



# Paid Time Off Language

- Regular full-time employees accrue vacation at a rate of 15–paid vacation days (120 hours) per calendar year, accruing at the end of each month at the rate of 1.25 days (10 hours) per month. Employees with 5 years or more of employment accrue at a rate of 20–paid vacation days per calendar year, accruing at the end of each month at the rate of 1.66 days (13.33 hours) per month. If at any time during a year you reach a total accrual of 20 days (160 hours), you will stop accruing vacation until you use some of your vacation.
- If you leave the Company, you will be paid for all accrued unused vacation time up to the maximum of 10 days.
- You may only carry over 10 vacation days (80 hours) into the next calendar year.
- If you join the Company prior to or on the 15th of the month, you will accrue vacation days for that month. If you join after the 15th of the month, you will begin to accrue vacation days starting at the end of your first full month of employment.
- Vacation accrual is earned on the last day of each month.
- New hires and part time employees accrue vacation on a pro-rated basis.

# Reasonable Time Off Language

Employees will be expected and permitted to take a "**reasonable**" amount of time off throughout the year (a minimum of 2 weeks and preferably 3–4 weeks per year). Your time is not accrued and thus, should you leave **COMPANY**, you will not receive any vacation payout upon termination of employment.

Reasonable time off implies that it is not disruptive to the business and/or your personal performance. You know your workload and deadlines, and THIS should drive your decisions on RTO requests.

RTO must be planned and communicated in advance and will be contingent on your manager's approval, based on the needs of the business. Any RTO request that exceeds more than 7 business days must be approved by Manager and a member of the Management Team.