

# POLICY & PROCEDURES MANUAL

## Vacation and Holiday Policy for Full Time Hourly Employees

### VACATION

**Full-time hourly employees will begin accruing vacation time only after they have been employed for 6 months. Vacation time is accrued pro rata throughout the calendar year once an hourly employee reaches their 6 month anniversary date from their date of hire.**

Hourly employees accrue .0192 vacation hours per week for a total of 5 days (40 hours) based upon the following conditions:

1. Must be a full-time hourly employee (working at a minimum of 32 hours per week)
2. Upon January 1, vacation time will be reset to zero available hours; no carry-over is permitted.
3. In some instances, an hourly employee may be permitted to have NEGATIVE vacation time. His/her manager has the authority to establish the limits of the negative balance. Should an hourly employee terminate/resign with negative vacation time; the compensation for the balance will be deducted from his/her final paycheck.

Employees must notify their supervisor at least two weeks prior to taking vacation, unless the vacation is required due to an emergency. In an emergency, employees must notify their supervisor of their intended vacation as soon as possible. Requests can be made and approved via email and require your supervisor's approval.

Workloads, time constraints, the requests of other employees, and other factors may prohibit the approval of an employee's vacation request. While the Company will attempt to accommodate each employee's preference, all employees must be prepared to accept alternative dates if required by the Company for reasons it deems necessary or appropriate.

Your work week schedule is the full day Monday through Friday, and often times schedule on weekends. ALL LEAVE TIME, (EXCEPT EMERGENCY SITUATIONS) MUST BE APPROVED IN ADVANCE. Any missed time from the work week that is not preauthorized/prescheduled will be considered as absent or tardy and could result in disciplinary action or termination.

**NOTE:** Employees will not accrue vacation during periods in which they are not actively working, with the exception of employees on military leave in certain circumstances.

### HOLIDAY

MAPP Maintenance hourly employees will be eligible for 3 paid holiday's per calendar year after they have been employed for 6 months. Once eligibility has been met a request can be made to be paid for up to 3 days for that calendar year. Requests must be made and approved in advance. Employees that are eligible as of January 1 each year can choose to receive holiday pay for 3 of the days listed below:

New Year's Day  
Good Friday  
Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Thanksgiving Day  
Christmas Day