

# SUMMARY OF PAID TIME OFF - U.S. EMPLOYEES

(NOT CALIFORNIA, MONTANA, OR NEBRASKA)



## PERSONAL DAYS

- 5 Days per year. During the first year of employment, newly hired employees will receive days based on date of hire:

January – March	5 days
April – June	3 days
July – September	2 days
October – December	1 day



## 2020 HOLIDAY SCHEDULE

**WEDNESDAY, JANUARY 1**  
New Year's Day

**MONDAY, JANUARY 20**  
Martin Luther King Day

**MONDAY, MAY 25**  
Memorial Day

**FRIDAY, JULY 3**  
Independence Day Observed

**MONDAY, SEPTEMBER 7**  
Labor Day

**TUESDAY, NOVEMBER 3**  
Presidential Election Day

**WEDNESDAY, NOVEMBER 11**  
Veteran's Day

**THURSDAY, NOVEMBER 26**  
Thanksgiving Day

**FRIDAY, NOVEMBER 27**  
Day after Thanksgiving

**FRIDAY, DECEMBER 25**  
Christmas Day

Employee Designated Day in honor of President's Day Scheduled & Approved in Advance.

Employees hired on or after July 1 are not eligible for that year's Employee Designated Holiday.

## SICK DAYS

All on-payroll employees will accrue one hour of paid sick time for every 30 hours worked. Paid Sick Leave accrues at a rate of 1/30 of the hours worked, without any rounding. Employees can accrue up to 72 hours of sick leave per year. An employee's accrued paid sick leave does not expire; it carries over from year to year; up to 72 hours of unused sick leave can be carried over into the next calendar year. The most sick leave an employee can use in a calendar year is 72 hours.

## VACATION

- Newly hired employees receive vacation for the current year according to their month of hire:

January – June	15 days
July – September	10 days
October – December	5 days

- In the calendar year of the 1st anniversary through the year of the 2nd anniversary 15 days
- In the calendar year of the 3rd anniversary through the year of the 4th anniversary 17 days
- In the calendar year of the 5th anniversary through the year of the 9th anniversary 20 days
- In the year of the 10th anniversary through the year of the 14th anniversary 23 days
- In the year of the 15th anniversary and thereafter 25 days

This summary is informational only. The full policies available on myHR supersede this document. The Company reserves the right to amend, modify or terminate these policies at any time and without advance notice, subject to the requirements of applicable law. Please keep in mind that these policies and any changes to it do not constitute a contract of employment with the Company and do not give you the right to be retained in the employment of the Company.

# SUMMARY OF PAID TIME OFF - CALIFORNIA, MONTANA & NEBRASKA EMPLOYEES



## SICK DAYS

All on-payroll employees will accrue one hour of paid sick time for every 30 hours worked. Paid Sick Leave accrues at a rate of 1/30 of the hours worked, without any rounding. Employees can accrue up to 72 hours of sick leave per year. An employee's accrued paid sick leave does not expire; it carries over from year to year; up to 72 hours of unused sick leave can be carried over into the next calendar year. The most sick leave an employee can use in a calendar year is 72 hours.



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Christmas Day

## VACATION

Employees working in the State(s) of California, Montana, and Nebraska participate in an accrual program that encompasses vacation, personal time, and an employee designated holiday.

In the first year of employment, employees will accrue vacation hours weekly based on scheduled weekly hours, up to the equivalent of 21 days.

After the first year of employment, employees will accrue the number of days outlined below, up to a maximum accrual cap.

- In the calendar year of the 1st anniversary through the year of the 2nd anniversary **21 days**
- In the calendar year of the 3rd anniversary through the year of the 4th anniversary **23 days**
- In the calendar year of the 5th anniversary through the year of the 9th anniversary **26 days**
- In the calendar year of the 10th anniversary through the year of the 14th anniversary **29 days**
- In the year of the 15th anniversary and thereafter **31 days**

Details of specific accrual rates and maximum accrual caps are outlined in our Vacation Accrual Policy.

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