

# 2024 Paid Time Off Summary

for U.S. Employees in all states except California, Colorado, Montana, and Nebraska



## 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.



This summary is informational only. The full policies available on the hub or myHelp 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.

## Personal Days

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

## 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

## 2024 Holiday Schedule

### New Year's Day

Monday, January 1

### Martin Luther King Day

Monday, January 15

### Memorial Day

Monday, May 27

### Juneteenth

Wednesday, June 19

### Independence Day

Thursday, July 4

### Day after Independence Day

Friday, July 5

### Labor Day

Monday, September 2

### Thanksgiving Day

Thursday, November 28

### Day After Thanksgiving

Friday, November 29

### Christmas Eve

Tuesday, December 24

### Christmas Day

Wednesday, December 25

### Two employee designated days

To honor the holiday of your choice. Must be scheduled and approved in advance. (Employees hired on or after July 1st are eligible for one employee designated holiday.)

# 2024 Paid Time Off Summary

for U.S. Employees in California, Colorado, Montana, and Nebraska



## 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.



This summary is informational only. The full policies available on the hub or myHelp 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.

## Vacation

Employees working in the State(s) of California, Colorado, Montana, and Nebraska participate in an accrual program that encompasses vacation, personal time, and employee designated holidays. In the first year of employment, employees will accrue vacation hours weekly based on scheduled weekly hours, up to the equivalent of 22 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: **22 days**
- In the calendar year of the 3rd anniversary through the year of the 4th anniversary: **24 days**
- In the calendar year of the 5th anniversary through the year of the 9th anniversary: **27 days**
- In the calendar year of the 10th anniversary through the year of the 14th anniversary: **30 days**
- In the year of the 15th anniversary and thereafter: **32 days**

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

## 2024 Holiday Schedule

### New Year's Day Observed

Monday, January 1

### Martin Luther King Day

Monday, January 15

### Memorial Day

Monday, May 27

### Juneteenth

Wednesday, June 19

### Independence Day

Thursday, July 4

### Day after Independence Day

Friday, July 5

### Labor Day

Monday, September 2

### Thanksgiving Day

Thursday, November 28

### Day After Thanksgiving

Friday, November 29

### Christmas Eve

Tuesday, December 24

### Christmas Day

Wednesday, December 25