

# SUMMARY OF PAID TIME OFF - U.S. EMPLOYEES (NOT CALIFORNIA)



## 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

## 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	5 days
July – September	3 days
October – December	0 days

- In the calendar year of the 1st anniversary through the year of the 2nd anniversary **10 days**
- In the calendar year of the 3rd anniversary through the year of the 6th anniversary **15 days**
- In the calendar year of the 7th anniversary through the year of the 9th anniversary **17 days**
- In the year of the 10th anniversary and thereafter **20 days**
- When you attain your 15th year of service and on each five-year anniversary thereafter, you will receive an extra five days of vacation in the anniversary years only, for a maximum of 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.



## 2019 HOLIDAY SCHEDULE

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

**MONDAY, JANUARY 21**  
Martin Luther King Day

**MONDAY, MAY 27**  
Memorial Day

**THURSDAY, JULY 4**  
Independence Day

**FRIDAY, JULY 5**  
Day after Independence Day

**MONDAY, SEPTEMBER 2**  
Labor Day

**THURSDAY, NOVEMBER 28**  
Thanksgiving Day

**FRIDAY, NOVEMBER 29**  
Day after Thanksgiving

**WEDNESDAY, 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.

# SUMMARY OF PAID TIME OFF - CALIFORNIA 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.



## 2019 HOLIDAY SCHEDULE

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

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Martin Luther King Day

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Day after Independence Day

**MONDAY, SEPTEMBER 2**  
Labor Day

**THURSDAY, NOVEMBER 28**  
Thanksgiving Day

**FRIDAY, NOVEMBER 29**  
Day After Thanksgiving

**WEDNESDAY, DECEMBER 25**  
Christmas Day

## VACATION

Employees working in the State of California 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 11 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 **16 days**
- In the calendar year of the 3rd anniversary through the year of the 6th anniversary **21 days**
- In the calendar year of the 7th anniversary through the year of the 9th anniversary **23 days**
- In the year of the 10th anniversary and thereafter **26 days**
- When employees reach the 15th year of service and on each five-year anniversary thereafter, he/she will receive an extra five days of vacation in the anniversary years only, for a maximum accrual of 31 days.

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

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