

# 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



## 2018 HOLIDAY SCHEDULE

### MONDAY, JANUARY 1

New Year's Day

### MONDAY, JANUARY 15

Martin Luther King Day

### MONDAY, MAY 28

Memorial Day

### WEDNESDAY, JULY 4

Independence Day

### MONDAY, SEPTEMBER 3

Labor Day

### THURSDAY, NOVEMBER 22

Thanksgiving Day

### FRIDAY, NOVEMBER 23

Day after Thanksgiving

### MONDAY, DECEMBER 24

Day before Christmas

### TUESDAY, 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	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

While every effort is made to ensure the accuracy of this summary, 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 this policy and any changes to it does not constitute a contract of employment with the Company and does not give you the right to be retained in the employment of the Company.

# 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.



## 2018 HOLIDAY SCHEDULE

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

**MONDAY, JANUARY 15**  
Martin Luther King Day

**MONDAY, MAY 28**  
Memorial Day

**WEDNESDAY, JULY 4**  
Independence Day

**MONDAY, SEPTEMBER 3**  
Labor Day

**THURSDAY, NOVEMBER 22**  
Thanksgiving Day

**FRIDAY, NOVEMBER 23**  
Day after Thanksgiving

**MONDAY, DECEMBER 24**  
Day before Christmas

**TUESDAY, 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 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 31 days.

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

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