

Revision Number: F Policy Number 210
Revision Date: 06-20-2014

BACHMAN MACHINE COMPANY CORPORATE POLICY

Effective Date: 08-11-2014 Supersedes Policy No. 210 Rev E
Dated: 06-03-2014

SUBJECT: VACATION LEAVE

Policy Statement: Bachman Machine Company recognizes the importance to our employees of the use of annual vacation leave to provide the necessary break from work projects, rest and relaxation, and for the enjoyment of family outings and travel. This vacation leave policy will provide the means to more accurately control, understand and administer the benefit of vacation leave.

Eligibility: To be eligible for a paid vacation leave, an employee with one (1) or more years of company service must have earned wages or received worker's compensation wages in at least forty (40) or more weeks during the preceding service year (The employee's start date through the anniversary date). Employees with less than the required forty weeks will have their vacation accrual prorated in accordance with the schedule herein.

Any employee who satisfies all the eligibility requirements shall have the opportunity to take a scheduled, paid vacation leave on an annual basis based upon the employee's length of service as set forth as follows:

Regular Vacation Earning Schedule: The following is the vacation earning schedule:

Vacation is calculated on the full length of company service on the employee's anniversary date.

Vacation is to be taken between the employee's anniversary date to their next anniversary date.

After completing one (1) year of Company service	40 Hours Paid Vacation
After completing three (3) years of Company service	80 Hours Paid Vacation
After completing Ten (10) years of Company service	120 Hours Paid Vacation
After completing twenty (20) years or more of Company service	160 Hours Paid Vacation

Continuous Employment

Earned vacation leave will be earned and/or computed for only continuous service employment. In cases of re-employment of an employee at a later date, vacation leave will be accrued and/or earned from the most recent date of employment.

Borrowing Unearned Vacation Leave:

The approval and/or scheduling of unearned vacation leave will not be an acceptable practice. An employee will not be approved for paid vacation leave in excess of the amount he/she has available for use prior to a planned vacation date. In other words, an employee may not borrow vacation leave time against any future vacation leave to be earned. If additional time off is desired to complete a vacation, plan, the employee may request a personal leave of absence. The Company retains the right to determine the need and/or validity of the employee's request.

Requesting A Vacation Day.

An employee with accrued vacation time may request vacation when he/she desires based on the length of their continuous service. However, the Company may approve, deny, postpone or re-schedule a vacation leave request based upon departmental workloads, emergency situations and/or other customer production requirements or demands.

The supervisor will need to submit an **“Attendance Variance”** slip to the payroll department for those individuals requesting vacation. The Supervisor will also need to indicate whether an individual is scheduled for 40 hours or 50 hours per week.

For scheduled 40-hour work weeks:

If a work week is 4 – 10 hour days: Vacation time may be taken at 8 hours/day or 10 hours/day. A half-day vacation would then be either 4 hours or 5 hours. No vacation time can be requested above the scheduled 40 hours.

If a work week is 5-8 hour days: Vacation time will be taken at 8 hours/day for a full day or 4 hours for a half-day. No vacation time can be requested above that scheduled 40 hours.

For scheduled 50-hour work weeks:

Vacation time may be scheduled for 8 hours/day for full days; and 4 hours/day for half-days.

A maximum of 40 hours of vacation may be scheduled per week.

No other increments of hours will be paid for vacation- with the exception of using up or paying out any vacation balances prior to an anniversary date.

Vacation Pay: Vacation leave pay will be based upon the regular rate of pay plus any shift premium in effect at the time the vacation leave is taken. Because there is no vacation leave “carry-over” provision in this policy, any unused vacation days that remain at the employee’s anniversary date will be converted to equivalent wages and paid to the employee sometime during the next two payroll periods following the anniversary date.

Vacation Pay Upon Termination: An employee shall, upon termination of his/her employment, be eligible to receive pay in lieu of any UNUSED vacation leave from the previous year’s accrual. All vacation earned in a current year is only awarded to an employee if that employee is still employed on their anniversary date.

Vacation Leave During A Holiday: An employee who schedules a vacation leave during which an established paid Company holiday falls, will be allowed to reschedule a vacation day or, if requested and approved, add on an additional vacation day(s) equal to the number of holidays falling within the vacation time period.

Administration: The administration of this policy shall adhere very closely to the above provisions but, where emergencies or other extenuating circumstances exist, Company management will be authorized to make temporary deviations provided they can be reasonably justified.