

## VACATION POLICY

**4.2 Vacation:** TNBC provides regular full-time nonexempt and exempt employees with paid vacation time, so that they may enjoy periodic breaks of rest and relaxation away from their normal work duties. Part-time and temporary employees do not earn paid vacation. Employees on unpaid leaves of absence do not accrue vacation time.

Regular full-time nonexempt employees and exempt employees earn vacation in accordance with the following policy:

In the first through fifth years of continuous employment, regular full-time nonexempt and exempt employees at TNBC accrue vacation time at a rate which results in 10 days (75 hours) of paid vacation per year. Vacation is earned on a pro-rata basis at a rate of 6.25 hours per month.

In the sixth ~~through fifteenth~~ years of continuous employment, regular full-time nonexempt and exempt employees at TNBC accrue vacation time at the rate which results in 15 days (112.5 hours) of paid vacation per year. Vacation is earned on a pro-rata basis at a rate of 9.375 hours per month.

~~In the sixteenth and following years of continuous employment, regular full-time nonexempt and exempt employees at TNBC accrue vacation time at the rate which results in 20 days (150 hours) of paid vacation per year. Vacation is earned on a pro-rata basis at a rate of 12.5 hours per month.~~

TNBC encourages employees to take vacation on an annual basis. Earned vacation accrues to ~~the~~ maximum ~~amount identified in the table below~~. After an employee earns ~~the maximum~~ hours of accrued vacation, no additional vacation time will be earned until accrued vacation time is used. ~~The following chart is intended to show the amount of accrual and the cap depending on years of service.~~

<u>Years of Service</u>	<u>Annual Accrual</u>	<u>Monthly Accrual</u>	<u>Maximum Cap</u>
<u>Date of hire – 5 years</u>	<u>10 days (75 hours)</u>	<u>6.25 hours</u>	<u>170 hours</u>
<u>6 years – 15 years</u>	<u>15 days (112.5 hours)</u>	<u>9.375 hours</u>	<u>225 hours</u>
<u>16 years +</u>	<u>20 days (150 hours)</u>	<u>12.5 hours</u>	<u>300 hours</u>

Employees must schedule their vacation with the Senior Management to insure that there are no conflicting vacations. Vacations will be scheduled on a first come, first serve basis at a time mutually agreeable to the employee and TNBC. The Senior Management will strive to accommodate an employee's vacation request; however, if more than one employee requests the same vacation at the same time and it is not feasible to grant all

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requests, the employee with the most seniority with TNBC will be granted their request first.

Accrued vacation shall be taken or paid for upon termination or resignation.

