



Vacation Time

FOR DUMMIES

- Vacation time is used in 4-hour increments, but up to 5 days can be used in 1-hour increments.
- Vacation time cannot be used during an employee's probationary period.
- You must get prior supervisor approval for vacation time, but 40 hours can be used on short-notice.

HOW MUCH VACATION TIME DO I GET?

- 1 Hired between January 1 and June 30 – Three (3) vacation days (24 hours)
- 2 The year in which your 1-year anniversary falls – One (1) week, which is five (5) vacation days (40 hours)
- 3 The year in which your 2-year anniversary falls – Two (2) weeks, which is ten (10) vacation days (80 hours)
- 4 The year in which your 8-year anniversary falls – Three (3) weeks, which is fifteen (15) vacation days (120 hours)
- 5 The year in which your 18-year anniversary falls – Four (4) weeks, which is twenty (20) vacation days (160 hours)
- 6 The year in which your 25-year anniversary falls – Five (5) weeks, which is twenty Five (25) vacation days (200 hours)

HOW MUCH DO I GET PAID FOR MY VACATION?

- 1 Twenty four (24) times your hourly rate, plus COLA and shift premium.
- 2 Forty (40) times your base hourly rate, plus COLA and shift premium if hired July 1 or later of the previous year OR
- 2 Four percent (4%) of your gross earnings paid the previous year if hired prior to July 1 of the previous year
- 3 Four percent (4%) of your gross earnings paid the previous year
- 4 Six percent (6%) of your gross earnings paid the previous year, which includes one (1) week of vacation pay
- 5 Eight percent (8%) of your gross earnings paid the previous year, which includes two (2) weeks of vacation pay
- 6 Ten percent (10%) of your gross earnings paid the previous year, which includes three (3) weeks of vacation pay

*Gross earnings include all straight-time pay, overtime pay, holiday pay, shift premiums, and COLA for the last 52 pay periods of the previous year (plus the designated portion of vacation pay for 4, 5, and 6). For the purpose of making this calculation, an employee out on workers compensation will be credited with eight (8) times their hourly rate plus COLA and shift premium for each work day missed.

- Short notice vacation time cannot be used to extend a holiday.
- Everyone must save one (1) week of their vacation to be used during the plant shutdown.
- Employees may choose to receive their vacation pay in one of 2 ways and must choose by January 31 of each year:
 1. Lump sum payment for all of the year's vacation time paid at the end of February
 2. "As it is used" basis. You will receive pay for time used in the paycheck following your return from vacation.

