Milestone Contractors-Vacation Policy

Purpose
Milestone recognizes that you need time away from work to rest and recharge. Therefore, you are provided with vacation every calendar year.

Eligibility
You will be granted a specific allotment of vacation each calendar year on January 1, based upon your length of service with the company.

"Years of service" are counted by your service anniversary, but your vacation allotment changes on January 1st, following the appropriate service anniversary.

Years of Service	Hours of Vacation Per Calendar Year
0-5	80 hours (10 days)
6-10 (effective January 1st AFTER 5th service anniversary)	120 hours (15 days)
11+ (effective January 1st AFTER 10th service anniversary)	160 hours (20 days)

For example, if you were hired in March 2019, you will receive 120 hours of vacation to use starting January 1st, 2025 and 160 hours of vacation January 1st, 2030.

Use of Vacation
You may use your vacation in any way that meets your needs, in increments of four hours or more.

Because Milestone believes that time away from work is essential for your well-being, you are encouraged to use your vacation in the calendar year in which it was granted. However, we also recognize that the changing priorities of families and business sometimes make that impossible. Therefore, vacation may be "rolled over" through the first quarter of the following year. Any vacation from prior year not taken by March 31st of the following year will be forfeited.

Scheduling Vacation
Vacation should be scheduled as early as possible in advance, and must have your immediate supervisor's approval. We do our best to honor all vacation requests, but due to the nature of our business, there may be certain situations or periods of time when not all vacation requests can be approved.

Vacation as Hours Worked
Vacation is considered hours worked for the purposes of calculating overtime. Vacation is not considered hours worked for the purposes of calculating FMLA eligibility.

Payment of unused vacation

If you choose to quit voluntarily without a two-week notice, you are not entitled to payment for unused vacation.

If you involuntarily separate, resign or retire (with appropriate notice), you will be paid out for a pro-rated portion of your current year vacation. The pro-rated amount will be calculated by dividing your total allotment by 12 and then multiplying by the number of months worked in the current year.

> For example, an individual separating in February would be paid out for 2/12ths of their current year vacation allotment.

Vacation cannot be paid out while employed. It is expected that you will work the entire time designated by your notice, at the convenience of the company, without using vacation.

Vacation for new hires and rehires

In the first calendar year of employment for new hires and rehires, vacation eligibility is determined by the month in which employment begins. The amount is determined by multiplying the number of months worked in the first year x 6.67, rounded to the hour.

> For example, an individual hired in March will work 10 months: 10 x 6.67=66.67, so that individual will have <u>67 hours of vacation</u> in the first partial calendar year of employment.

In cases of rehire, prior service will be added to current service to determine the vacation allotment in the years following the year of rehire, unless the time away from the company exceeds the length of prior service.

Compensation for Vacation

Vacation is paid at your current hourly wage.

Tracking of Vacation

You are responsible for accurately tracking and recording your own vacation. You are also responsible for submitting a vacation request and/or a time card, if applicable.

Coordination with Leaves of Absence

You may use any available vacation concurrently with any <u>unpaid leave of absence</u>, including FMLA. You may also use any available vacation in any required waiting period for income protection benefits, such as short or long-term disability, or worker's compensation.