



VACATION POLICY

Compass provides vacation for its qualified employees enabling them to enjoy a time of rest and relaxation and for attending to personal matters. All employees are encouraged to take a vacation or time off each year.

All regular full-time Employees will be eligible for vacation that will accrue based upon years of continuous service. However, vacation will not accrue beyond the established maximums listed below. Employees must use their vacation hours by their anniversary date. If not, the bi-weekly accrual will stop until they use their vacation and the balance is reduced.

Note: Regular part-time, temporary and intern employees are not eligible for vacation.

For Exempt & Office Non-Exempt (Hourly) Full-Time Employees** and based on the employee’s anniversary date, they will accrue vacation hours each pay period according to the following schedule:

Years of Continuous Service	Annual Vacation (Based on 2080 hours/year)	Vacation Earning Rate (hours/26 pay periods)	Maximum Vacation Carry-over (per year)
Hire date through 3 Years	80 hours	3.08 hours/ pay period	80 hours
3 through 5 Years	120 hours	4.62 hours/ pay period	120 hours
6 through 9 Years	160 hours	6.15 hours/ pay period	160 hours
10 + Years	200 hours	7.69 hours/ pay period	200 hours

For Non-Exempt (Hourly) Field Full-Time Employees** and based on the employee’s anniversary date, they will accrue vacation hours each pay period according to the following schedule:

Years of Continuous Service	Annual Vacation (Based on 2080 hours/year)	Vacation Earning Rate (hours/26 pay periods)	Maximum Vacation Carry-over (per year)
Less than 1 Year	Not eligible	Not eligible	Not eligible
1 through 4 Years	40 hours	1.54 hours/ pay period**	40 hours
5 + Years	80 hours	3.08 hours/ pay period**	80 hours

**For All Non-Exempt Full-Time Field (Hourly) Employees – a maximum accrual base of 40 hours worked per week



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Vacation Policy Guidelines:

A paid holiday that occurs while an employee is using their vacation is counted as a holiday, not a vacation day.

An employee's supervisor must approve specific "time off" schedules. Supervisors are responsible for maintaining adequate staffing levels, they have the authority to limit the approval of time off requests to meet operational needs. Requests will normally be granted if the employee's absence will not negatively affect operations. Usually, only one employee may use vacation in a department at any one time. Providing at least with two weeks' notice will allow supervisors to accommodate these requests more readily.

Employees are encouraged to plan their vacations in advance and take their available vacation within the year of their anniversary date. However, if an employee is unable to use all their accrued vacation, they are limited in the number of vacation hours they may only carry over to the following year. Unused hours, more than the carry over maximum, will be forfeited at the beginning of the next anniversary year of employment. Vacation unused or forfeited under the carry-over policy will not be converted to cash.

If you are on an approved leave of absence for less than thirty (30) days, your vacation eligibility will not be affected.

Employee Termination - Unused Vacation Balance

The following guidelines applies to departing employees:

- 1) Lay Off: When an employee is laid off due to lack of work or reduction of force, they will be paid their unused vacation hours, on their final pay check.
- 2) Resignation: When an employee resigns, they will not be paid out for any unused vacation hours when their employment terminates.
- 3) Terminated for Cause: When an employee is terminated for performance issues, violation of company policies, etc., they will not be paid for any unused vacation hours.