

VACATION

Applies to: Regular full-time team members who work 30 or more hours per week.

Vacation is intended to provide team members with paid time away from the work environment to pursue activities that will promote the well-being of the individual, for purposes of attending to personal business or the inability to work due to inclement weather. Vacation may also be used for sick leave when Sick Time has been exhausted.

Vacation begins accruing immediately and is earned on a per pay period basis as follows:

HOURLY HORTICULTURE, INFRASTRUCTURE AND GOLF CLUB:

<u>EMPLOYMENT YEAR</u>	<u>ANNUAL ACCRUAL</u>	<u>PER PAY PERIOD</u>
1 – 3	5 Days	1.54 Hours
4 – 6	7 Days	2.16 Hours
7 – 9	10 Days	3.08 Hours
10+	12 Days	3.70 Hours

STAFF & MANAGEMENT:

<u>EMPLOYMENT YEAR</u>	<u>ANNUAL ACCRUAL</u>	<u>PER PAY PERIOD</u>
1 – 3	15 Days	4.62 Hours
4 – 6	17 Days	5.24 Hours
7 – 9	19 Days	5.85 Hours
10+	21 Days	6.47 Hours

SENIOR MANAGEMENT (Titles Below):

<u>EMPLOYMENT YEAR</u>	<u>ANNUAL ACCRUAL</u>	<u>PER PAY PERIOD</u>
ALL	Unlimited	No Accrual

Senior Management includes: EVPs, Vice Presidents, General Managers, Airplane Captains, Controllers, Systems Engineers, SVPs, Presidents, & Chief Level officials.

Vacation requests must be approved by the manager prior to taking leave unless such leave is a sudden emergency-related event. At no point may a team member's vacation balance be in a deficit position of more than 40 hours. Vacation does not accrue during FMLA or other unpaid leave.

CARRYOVER:

Up to 40 hours of accrued vacation may be carried over into the next calendar year unless State Law dictates otherwise.

TERMINATED (Voluntary or Involuntary):

Team members who terminate, voluntarily or involuntarily, from the company during the year will have a vacation accrual deficit deducted from their final paycheck. Vacation balances will not be paid unless the team member is part of a reduction in force or if State Law dictates a payout of accrued vacation time.

UNPAID LEAVE:

Unpaid leave is available in accordance with applicable Federal and State Law. You must have manager approval before taking unpaid leave.

POLICY APPROVAL:

CHIEF LEGAL OFFICER	SIGNATURE:	DATE:
CHIEF PEOPLE OFFICE	SIGNATURE:	DATE: