

## **302 Vacation Benefits**

Vacation time off with pay is available to eligible associates to provide opportunities for rest, relaxation, and personal pursuits. Once associates enter an eligible employment classification, they begin to earn paid vacation time according to the schedule below. For associates who are hired as regular full-time associates, vacation benefits will begin to accrue on the first day of employment. For associates who are part-time or temporary associates and later become full-time associates, vacation benefits will begin to accrue on the first day they work as a full-time associate. However, before vacation time can be used, a one-time waiting period of 180 calendar days must be completed. After that time, associates can request use of earned vacation time including vacation time that accrued during the waiting period. Associates in the following employment classification are eligible to earn and use vacation time as described in this policy:

\* Regular full-time associates

The amount of paid vacation time associates receive each year increases with the length of their employment as shown in the following schedule:

<b>Full-Time Service Completed</b>	<b>Annual Rate of Accrual*</b>
<b>Less than 4 years</b>	13 days
<b>4 years</b>	14 days
<b>5 years</b>	15 days
<b>6 years</b>	16 days
<b>7 years</b>	17 days
<b>8 years</b>	18 days
<b>9 years</b>	19 days
<b>10 or more years</b>	20 days

\* Annual accrual rate is allocated on an hourly basis.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the associate starts to earn vacation time. An associate's benefit year may be extended for any significant leave of absence.

Bel may declare that up to five vacation days per year be used for scheduled facility closures. Such scheduled facility closures will normally be advised by Bel at least 30 days in advance.

Paid vacation time can be used in minimum increments of one-half day. To take

vacation, associates must receive approval from their department manager or supervisor at least 48 hours in advance. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation will not accrue while an associate is absent on an unpaid leave of absence, layoff, extended sick leave, or disability.

Vacation time off is paid at the associate's straight-time pay rate at the time of vacation.

Associates whose employment with Bel terminates for any reason, including, but not limited to, discharge, layoff or resignation, will be paid all accrued but unused vacation time.

***PLEASE NOTE: If the total amount of unused vacation time reaches a "cap" equal to one and a half times the annual vacation amount, further vacation accrual will stop. When the associate uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.***

## **303 Holidays**

Bel will grant holiday time off to eligible associates on the holidays listed below:

- New Year's Day (January 1)
- Presidents' Day\* (third Monday in February)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (December 25)

Bel will grant paid holiday time off to all eligible associates. Non-exempt associates must have completed 60 calendar days of service in an eligible employment classification in order to be eligible for holiday pay. Holiday pay will be calculated based on the associate's straight-time pay rate (as of the date of the holiday) times the number of hours the associate would otherwise have worked on that day. Eligible associate classification:

- Regular full-time associates

In order to be eligible for holiday pay, associates must work their scheduled workday immediately before and after the holiday, unless a vacation day or personal day was scheduled in advance. If a recognized holiday falls during an eligible associate's paid absence (such as vacation), holiday pay will be provided

instead of the paid time off benefit that would otherwise have applied.

If associates are traveling to another country on business during a national holiday, they may take that holiday at a later date. In this situation, the holiday will not be paid in addition to the associate's regular salary, but rather the associate will be eligible for paid time-off from work on a later date.

Holidays will not accrue or be paid while an associate is absent on leave of absence, layoff, extended sick leave or disability.

Paid time off for the holidays noted above will be counted as hours worked for the purposes of determining whether overtime pay is owed.

\* At certain locations, Christmas Eve is a recognized holiday and President's Day is a scheduled vacation day.

## **304 Sick Leave Benefits**

At certain Bel's locations, sick leave benefits are paid to regular full-time associates for periods of temporary absence due to illnesses or injuries. Associates should consult with their local Human Resources department to determine if this program applies to their location.

Eligible associates will accrue sick leave benefits at the rate of five (5) days per year (accrued on a pro-rated basis each weekly or semi-monthly pay period, as applicable). Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins July 1st of each year. New associates will have the first benefit year pro-rated based on when they become eligible.

Example: An associate in a current benefit year who has used five sick days by December 30th and then resigns would be required to repay the unaccrued 2.5 days, except where prohibited by applicable state or local law.

Associates who have used all their sick leave benefits may then use Vacation Benefits (302) or Personal Days (305) they may have accrued.

Non-exempt associates must complete a waiting period of 60 calendar days in order to request the use of paid sick leave. Paid sick leave can be used in minimum increments of one-half day. An eligible associate may use sick leave benefits for an absence due to his or her own illness or injury, to care for a family member with a serious health condition or to bond with a newborn child. Sick leave benefits may also be utilized for funeral attendance not covered in the bereavement leave policy (306). Consult your state supplement to this Handbook for additional information.

Associates who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday. The direct

supervisor must also be contacted on each additional day of absence. If an associate is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the reasons for the absence and the beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated based on the associate's straight-time pay rate at the time of absence. As an additional condition of eligibility for sick leave benefits, an associate on an extended absence must apply for any other available compensation and benefits, such as Vacation Pay and worker's compensation, if applicable. Sick leave benefits will be used to supplement any payments that an associate is eligible to receive from any available state disability insurance, worker's compensation, or Bel-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the associate's normal weekly earnings.

Sick leave benefits will not accrue while an associate is absent on a leave of absence, layoff, extended sick leave or disability.

Unused sick leave benefits will be allowed to accumulate until the end of June each benefit year. Sick leave benefits unused at the end of each benefit year will be paid to associates while they are employed. No payment for unused sick days will be made upon termination of employment.

### Extended Sick Leave

There is a 10 day waiting period which must be met prior to requesting supplemental benefits under the extended sick leave policy due to an associate's illness or injury. During this waiting period, all available sick, vacation and/or personal days must be utilized. If there is a shortage of paid time-off available, those days will be unpaid until the 10 day waiting period is over. An application form for extended sick leave, including the terms and conditions of eligibility can be obtained at the time of illness from the Human Resources Department. The extended sick leave benefit will be at less than an associate's regular base pay rate, and together with paid sick leave and the five day vacation and/or unpaid leave period above will not exceed 90 days in any 12 month period. Conditions for payment of extended sick leave include an initial doctors' certificate, plus renewed certificates at least every 15 days. No accrual of vacation benefits, holidays, personal days or sick leave benefits will occur while an associate is receiving the supplemental benefit of extended sick leave from Bel. The maximum an associate can receive from all available sources, including Bel, worker's compensation, state disability (where applicable), etc. shall not exceed 75% of his/her base salary. The extended sick leave benefit from Bel will be reduced if the associate fails to apply for other insurance or state benefits for which he/she may be eligible.

## **305 Personal Days**

In addition to the vacation benefits, sick leave benefits and recognized holidays previously described , eligible associates will receive 3 personal days in each calendar year. Non-exempt associates must complete 60 calendar days of service as a regular full-time associate.

These personal days are made available for associates to use during days of inclement weather, religious observance, personal emergencies and bereavement leave not otherwise covered. These personal days, except for inclement weather and personal emergency, must be scheduled with the prior approval of the associate's supervisor. Personal days will be paid based on the associate's straight-time pay rate. Personal days are not considered hours worked for purposes of overtime calculations.

In the case of a personal emergency, the associate must contact their direct supervisor prior to the start of the workday or, if already at work, prior to leaving the work site.

Personal days can be taken in increments of one-half day. New associates will have the first year benefit pro-rated based on when they become eligible. The three (3) personal days per calendar year will accrue at a pro-rated basis each weekly or semi-monthly period, as applicable.

***Unused personal days cannot be carried forward to another calendar period. Except where prohibited by applicable law, no payment for unused personal days will be made upon termination of employment.***