



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 enthusiastically encouraged to take a vacation each year.

Exempt & Office Non-Exempt (Hourly) Full-Time Employees** will be eligible for vacation that will accrue based upon years of continuous service. However, vacation will never accrue beyond the established maximums, so employees must use it by their anniversary date.

Qualified employees, will accrue vacation each calendar year, based on the following table:

Years of Continuous Service	Annual Vacation (Based on 2080 hours/year)	Vacation Earning Rate (hours/26 pay periods)	Maximum Vacation Carry-over
Less than 5 Years	80 hours	3.08 hours/ pay period	40 hours
5 through 9 Years	120 hours	4.62 hours/ pay period	60 hours
10 through 14 Years	160 hours	6.15 hours/ pay period	80 hours

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

Non-Exempt (Hourly) Field Labor Full-Time Employees** will be eligible for vacation based upon years of continuous service.

Qualified employees, will accrue vacation each calendar year, based on the following table:

Years of Continuous Service	Annual Vacation (Based on 2080 hours/year)	Vacation Earning Rate (hours/26 pay periods)	Maximum Vacation Carry-over
Less than 3 Years	Not eligible	Not eligible	Not eligible
3 through 5 Years	40 hours	1.54 hours/ pay period	20 hours
5 or More Years	80 hours	.0385 hours per hour worked**	40 hours

Regular field part-time, temporary and summer employees are not eligible for vacation.

Vacation Policy Guidelines:

****For All Non-Exempt Full-Time (Hourly) Employees - Maximum accrual base of 40 hours per week**

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. Because supervisors are responsible for maintaining adequate staffing levels, they have the authority to limit the approval of



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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.

You will not be paid for any unused vacation hours when your employment terminates.