

Vacation Definitions

Current Vacation

- **Grant:** one lump sum giving once a year.
 - Given at the end of June before factory shutdown.
- **Rollover:** Unused vacation hours carry into the next year.
 - Up to 40 hours is able to rollover.

New Vacation

- **Accrual:** hours are earned weekly throughout the year.
 - 0-9 years: 1.6 hours per week = 83.2 hours a year (same as 2 weeks)
- **Maximum Balance:** balances can't exceed the maximum amount.
 - There is a 40 hour maximum cap above yearly hours received.

Vacation Accrual and Max Balance

| Years of Service | Weeks of Vacation | Weekly Hours Accrued | Hours Per Year | Maximum Balance |
|------------------|-------------------|----------------------|----------------|-----------------|
| 0-9 | 2 | 1.6 | 83.2 | 123.2 |
| 10-19 | 3 | 2.4 | 124.8 | 164.8 |
| 20+ | 4 | 3.2 | 166.4 | 206.4 |

- Instead of a lump sum given, active **employees will receive, or accrue, hours each week**. The hours received equal the previous amount given as a lump sum.
 - Employees who are *inactive* will not accrue hours for those weeks.
- Rather than a rollover amount, there is a **maximum balance**, which is equal to yearly grant + 40 hours.
 - Once the maximum balance is reached, *employees will not accrue vacation time* until they are below the maximum balance amount.

Paystub Example

| Accruals & Balances | | | |
|--------------------------------|--------------|----------------------|------------|
| VAC - Hours Balance: | 118.20 Hours | VAC - Hours Accrued: | 1.60 Hours |

Timeline and Scenarios

Employee with 5 Service Years

Scenarios

- June 25, 2026
 - **Grant:** 80 hours
 - **Rollover:** 40 hours
 - **Accrual:** 0 hours
 - **Total Hours:** 120
- June 2026 - June 2027
 - **Weekly Accrual:** 1.6 hours
 - **Yearly Accrual:** 83.2
- July 4, 2027
 - **Grant:** 0 hours
 - **Rollover:** 0 hours
 - **Accrual:** 1.6 hours/week
 - **Maximum Balance:** 123.2

The maximum balance does not go into effect until July 3, 2027. At that time any unused vacation time beyond the maximum will be lost and no accruals will be given until the employee is below their maximum balance amount.

- Employee uses 0 hours from June 28, 2026 – July 3, 2027
 - **Total Hours Received:** 243.2
 - **Maximum Balance:** 123.2
 - **June 24, 2027 Balance:** 243.2
 - Employee will *lose 120 hours* on July 3, 2027 and *will not accrue* weekly hours until balance is below 123.2 hours.
- Employee uses 120 hours from June 28, 2026 – July 3, 2027
 - **Total Hours Received:** 243.2
 - **Maximum Balance:** 123.2
 - **June 24, 2027 Balance:** 123.2
 - Employee will *lose 0 hours* on July 3, 2027 and *will not accrue* weekly hours until balance is below 123.2 hours.
- Employee uses 200 hours from June 28, 2026 – July 3, 2027
 - **Total Hours Received:** 243.2
 - **Maximum Balance:** 123.2
 - **June 24, 2027 Balance:** 42.3
 - Employee will *lose 0 hours* on July 3, 2027 and *will accrue* weekly hours until balance is 123.2 hours.

Timeline and Scenarios

Employee with 8.5 Service Years, reaching 9 at 11.5.26

- June 25, 2026
 - **Grant:** 80 hours
 - **Rollover:** 20 hours
 - **Accrual:** 0 hours
 - **Total Hours:** 100
- June 2026 - June 2027
 - **Weekly Accrual:** 1.6 hours for 19 weeks
 - **Weekly Accrual:** 2.4 hours for 33 weeks
 - **Yearly Accrual:** 30.4 + 79.2 = 109.6 hours
- June 25, 2027
 - **Grant:** 0 hours
 - **Rollover:** 0 hours
 - **Accrual:** 2.4 hours/week
 - **Maximum Balance:** 164.8 as of the date of the weekly accrual increase.

The maximum balance does not go into effect until July 3, 2027. At that time, any unused vacation time beyond the maximum will be lost and no accruals will be given until the employee is below their maximum balance amount.

Scenarios

- Employee uses 0 hours from June 28, 2026 – July 3, 2027
 - **Total Hours Received:** 209.6
 - **Maximum Balance:** 164.8
 - **June 24, 2027 Balance:** 209.6
 - Employee will *lose 44.8 hours* on July 3, 2027 and *will not accrue* weekly hours until balance is below 164.8 hours.
- Employee uses 120 hours from June 28, 2026 – July 3, 2027
 - **Total Hours Received:** 209.6
 - **Maximum Balance:** 164.8
 - **June 24, 2027 Balance:** 89.6
 - Employee will *lose 0 hours* on July 3, 2027 and *will accrue* weekly hours until balance is 164.8 hours.
- Employee uses 200 hours from June 28, 2026 – July 3, 2027
 - **Total Hours Received:** 209.6
 - **Maximum Balance:** 164.8
 - **June 24, 2027 Balance:** 9.6
 - Employee will *lose 0 hours* on July 3, 2027 and *will accrue* weekly hours until balance is 164.8 hours.

Timeline and Scenarios

Employee with 9.5 Service Years, reaching 10 at 11.5.26

- June 25, 2026
 - **Grant:** 80 hours
 - **Rollover:** 20 hours
 - **Accrual:** 0 hours
 - **Total Hours:** 100
- June 2026 - June 2027
 - **Weekly Accrual:** 2.4 hours for June 2026- June 2027
 - **Yearly Accrual:** = 124.8 hours
- June 25, 2027
 - **Grant:** 0 hours
 - **Rollover:** 0 hours
 - **Accrual:** 2.4 hours/week
 - **Maximum Balance:** 164.8 as of the date of the weekly accrual increase.

The maximum balance does not go into effect until July 3, 2027. At that time, any unused vacation time beyond the maximum will be lost and no accruals will be given until the employee is below their maximum balance amount.

Scenarios

- Employee uses 0 hours from June 28, 2026 – July 3, 2027
 - **Total Hours Received:** 209.6
 - **Maximum Balance:** 164.8
 - **June 24, 2027 Balance:** 209.6
 - Employee will *lose 44.8 hours* on July 3, 2027 and *will not accrue* weekly hours until balance is below 164.8 hours.
- Employee uses 120 hours from June 28, 2026 – July 3, 2027
 - **Total Hours Received:** 209.6
 - **Maximum Balance:** 164.8
 - **June 24, 2027 Balance:** 89.6
 - Employee will *lose 0 hours* on July 3, 2027 and *will accrue* weekly hours until balance is 164.8 hours.
- Employee uses 200 hours from June 28, 2026 – July 3, 2027
 - **Total Hours Received:** 209.6
 - **Maximum Balance:** 164.8
 - **June 24, 2027 Balance:** 9.6
 - Employee will *lose 0 hours* on July 3, 2027 and *will accrue* weekly hours until balance is 164.8 hours.