

Vacation Policy

Effective Summer Factory Shutdown 2026, PMC will transition vacation time from a once-a-year vacation time grant to a weekly vacation time accrual earned every paycheck.

Reason: To improve the vacation policy for hourly employees with 0-3 years of service to 2 weeks of vacation time that will begin to accrue weekly upon the start date of employment. This will allow new-hire hourly employees to start accruing 2 weeks of vacation time immediately.

Eligibility: Full-time, active employees

Employees will not accrue vacation time while in inactive status. Vacation accrual will reinstate once the employee returns to work and regains active status.

Weekly Accrual Schedule:

Service Years	Weeks of Vacation	Hours per Week	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

Use: Hourly employees must use vacation time in a minimum of 0.5-hour increments. Employees with available vacation or PTO balances may not take unpaid time off. PMC will not buy back unused vacation time.

Rollover: Any unused vacation time that is rolled over will apply towards the maximum balance allowed.

Maximum Balance: Once you reach your maximum balance, weekly accrual pauses until your balance drops below the cap. The maximum balance equals your annual accrual hours plus 40 hours.

***First Year Transition & Carry Over:** Summer Factory Shutdown 2026, employees will receive their final once-a-year vacation grant, plus any available carry over hours. Beginning the week of June 28, 2026, vacation time award will transition to a weekly accrual. During the first year of accrual June 28, 2026 – July 3, 2027, maximum balance will not apply on your total vacation balance. Starting July 4, 2027, the maximum balances shown above will apply. Any unused hours beyond the maximum will not carry over, and accrual will pause until your balance falls below the cap.

Pellerin Milnor Corporation (PMC) value our employees' well-being and encourages employees to take time off for rest and relaxation.