



HOURLY EMPLOYEE VACATION, HOLIDAY PAY, AND SICK DAY POLICY

Effective 1/1/2024

Vacation:

*After 1 year of continuous employment, 5 days at 8 hours per day at your regular hourly rate per calendar year for a total of 40 hours per year. Starts on the next calendar year after 1 year anniversary is met

*After 8 years of continuous employment, 10 days at 8 hours per day at your regular hourly rate per calendar year for a total of 80 hours per year. Starts on the next calendar year after 8 year anniversary is met

*Vacation requests must be made 30 days in advance and are always subject to management approval

*Overtime will not apply to any vacation hours

*Only one week of vacation may be taken at a time and another week may not be scheduled less than 30 days after the end of another

*Any remaining vacation days will not be paid upon termination of employment by either employee or Con App Inc

*Vacation time does not roll over, all time will reset on January 1st of every year

Personal Days/Sick Leave:

*5 personal/sick days are allowed per calendar year

*Management must be contacted prior to start of scheduled shift to qualify as a sick or personal day, otherwise this will be considered a "No Show, No Call" and will be subject to consequences up to and including termination

*Personal/sick days are all unpaid

*More than 5 personal/sick days per calendar year will be subject to consequences up to and including termination

*Personal/sick days do not roll over, all time will reset on January 1st of every year

Holiday Pay:

*8 hours per day at your regular hourly rate will be paid for major holidays for which Con App Inc closes for the entire day during the standard work week of Monday through Friday, they shall consist of New Year's Day, Labor Day, Fourth of July, Thanksgiving Day, Christmas Day. Overtime will not apply to any holiday hours. Holiday pay will be available after 30 days of consecutive employment.