

## **Salary/Office Staff employees**

### **7.8 Vacation**

Viaggio provides employees with paid vacation.

#### Eligibility

All full-time regular employees are eligible to receive vacation time after 1 year.

#### Deposits Into Your Leave Account

Vacation is calculated according to your work anniversary year.

The amount of vacation received each year is based on your length of service and is granted in a lump sum and paid at shutdowns typically in July and/or December for production personnel.

- After the first year of employment: 5 days annually.
- Second to fourth year of employment: 10 days annually.
- Fifth to seventh year of employment: 15 days annually.
- Eighth year of employment and on: 20 days annually.

Part-time regular employees are not eligible for vacation time.

#### During a Leave of Absence

Viaggio may require you to use any unused vacation during disability or family medical leave, or any other leave of absence, where permissible under local, state, and federal law.

#### Carryover

You may not carry over unused vacation to the following year.

#### Separation of Employment

Upon separation of employment for any reason, you will be paid out any earned but unused vacation time.