



## VACATION

The Company recognizes the need for employees to be away from their work assignments and receive access to leisure and personal time and therefore, this vacation policy provides eligible employees paid time away from work.

Berg Construction offers paid vacation to eligible employees. Regular full-time employees are eligible for paid vacation after successful completion of their introductory period. Eligible employees accrue vacation in accordance with the following schedule:

<b>Years of Employment</b>	<b>Accrual Rate</b>	<b>Total Accrual</b>
One (1) year of service	3.33 hours per month	5 days maximum per year
Three (3) up to ten (10) years	6.67 hours per month	10 days
Ten (10) up to fifteen (15) years	10.00 hours per month	15 days
After fifteen (15) years	13.33 hours per month	20 days

The length of eligible service is calculated based on a “benefit year”. A benefit year is the 12 month period that begins on the employee’s hire date, however eligible paid time off for the first year begins accruing 60 days after the employee’s start date on a pro-rated basis for that first month. When an employee increases to the next level of eligible service, the accrual rate will begin in the month the employee was hired until the end of the benefit year.

All vacation requests must be submitted at least two weeks prior to using vacation, unless s/he receives prior management approval. If a conflict of vacation dates occurs, vacation will be granted based on employees’ seniority dates.

While Berg Construction strives to accommodate all vacation requests, vacation cannot be guaranteed and therefore, employees should always contact their Supervisor prior to planning vacation.

Military leaves and other leaves as required by law do not affect the benefit year calculation.

Vacation time that is accrued but not taken will be paid upon termination of employment if termination is not for cause, and if a two week notice has been provided and completed. If the employee owes any amounts to the Company at the time of termination (e.g. employee loans), it may be deducted from unused vacation amounts.

A maximum of forty (40) hours can be carried over into the next year. Any unused vacation time that exceeds forty hours (40) cannot be carried over and will not be paid out.