

2026 Vacation Leave Policy

Overview

The Company's 2026 Vacation Leave Policy provides clear guidelines for managing time off while supporting productivity, employee well-being, and client satisfaction. Employees are expected to follow all Company's policies and plan time off responsibly in coordination with their teams to maintain performance expectations and provide consistent service delivery.

Definitions on terms used in this policy:

Full-time non-field employees are defined as those working 30 or more hours per week, not on-site at a client location (client and/or Company GRC) and/or not 100% 1-client dedicated.

Full-time field employees are defined as those working 30 or more hours per week, on-site at a client location (client and/or Company GRC) and/or 100% 1-client dedicated.

Hourly, non-exempt employees are employees who are paid for the hours worked based on an agreed upon hourly rate.

Salaried employees are employees who are paid regularly based on an agreed upon salary.

This Vacation Leave Policy is effective January 1, 2026 and supersedes any Vacation, Sick Leave and Holiday policies that pre-dates this. Where state or local law provides additional rights (such as carryover, payment upon termination, usage caps, or notice requirements), Company complies with all provisions. Please see the state and/or local Vacation policies for your location for any further guidance.

Vacation Leave Policy

Company provides standard Vacation Leave Policy for eligible employees to support work-life balance and overall well-being.

Company's Vacation Leave Policy is designed to comply with all applicable state and local regulations.

All vacation leave must be requested and approved by manager prior to taking the leave in Company's designated time off tracking system.

Vacation Leave applies to all field employees, non-field employees and full-time employees.

Vacation Leave is utilized to cover vacation, personal days, and short-term absences. Vacation Leave must be scheduled in advance whenever possible and approved by the employee's supervisor based on business needs.

Vacation requests must be for either ½ of a shift or all of a scheduled shift within a given day for hourly employees, unless otherwise required by state and local law.

Vacation Leave is granted based on years of service:

Years of Service	Monthly Accrual Rate	Annual Vacation Leave
0–3 years	6.67 hours	10 days / 2 weeks per year
4–6 years	10 hours	15 days / 3 weeks per year
7+ years	13.33	20 days / 4 weeks per year

Employees may borrow up to 40 hours of Vacation Leave with manager approval. Additional time cannot be used until the balance is positive again. If an employee leaves the company with a negative Vacation balance, the amount may be deducted from the final paycheck where allowed by law.

Vacation leave does not roll over from year to year, except where required by state and local law.

Unused accrued vacation leave is not paid out upon termination unless required by the state and local law.

Vacation leave cannot be taken during the Termination Notice period or in lieu of notice. The employee's date of separation will be their last day worked.

State Specific Vacation Leave:

Where state or local law provides additional rights (such as carryovers and caps on accrued Vacation Leave), Company complies with all provisions. Please see state and local Vacation Leave policies for further guidance.