

Vacation

1.0 Policy

ULTRA TECH provides vacation with pay for full-time and part-time employees employed after January 1, 1996 to afford them an opportunity for rest and relaxation.

2.0 Scope

All full-time and part-time employees, after completing the 90-day probationary period, are eligible to use vacation leave.

3.0 Accruals

Vacation credit accrues from the date of employment at the following rates (in hours) depending upon the length of service for full-time employees:

Years of Service

Years of Service	Accrual Per Pay Period	Maximum Annual Accrual	Maximum Carryover
Less than 4	3.33	80	120
Over 4	5.00	120	180
Officers	6.66	160	240

As an example, an employee who accrues 80 vacation hours per year may carry 40 vacation hours forward to the next year. This maximum vacation carryover is 120.

NOTE: Vacation accrual will stop if the maximum accrual is reached.

Part-time employees receive pro-rated vacation, based on their regularly scheduled hours.

4.0 Procedure

An employee must have completed 90 days of continuous employment before vacation may be taken.

Vacation is generally intended to be used in whole day increments. However, at the discretion of management, it can be used in increments of whole hours, but not fractions thereof.

Requests to use vacation must be made in writing and directed to the employee's immediate supervisor. Generally such requests should be initiated as early as possible, but not less than two weeks (14 days) prior to the expected date. Management will make

every attempt to accommodate reasonable requests, but reserves the right to refuse requests that place an inordinate burden on the operating department.

Vacation requests will be approved on a first come, first served basis.

In no case, however will vacation be advanced before it is earned.

Accrued vacation is payable upon a termination or a leave of absence