

## **HOW THE PLAN WORKS**

The Vacation Buy Plan gives you an opportunity to purchase vacation days with pre-tax dollars that, combined with what you already have, give you six weeks (30 days) of total vacation time (excluding floating holidays and carry over vacation days) to use as you wish. Purchased vacation days must be used by September 30.

### ***When You Can Take Purchased Vacation Days***

Before you can take or use your purchased vacation days:

- The IRS requires you to use all your regular vacation days from the previous and current vacation years, and
- Your supervisor must approve your scheduled vacation, including the purchase of Vacation Buy days, in advance.

### ***How You Can Lose Purchased Vacation Days***

You must use all your purchased vacation days by September 30th of the calendar year for which you elect them, or you forfeit the days and the money you paid for them. You cannot carry over purchased Vacation Buy days from year to year.

### ***What Happens if Your Employment Status Changes to Part-Time***

If your employment status changes from full-time or term to part-time, you will be entitled to a refund for any unused vacation days purchased under the Vacation Buy Plan. If you have taken Vacation Buys days that you have not fully paid for through payroll deductions, you will be required to reimburse the difference to the Company.

### ***What Happens if Your Employment Ends***

If you retire, die or otherwise terminate employment with a **Participating Company** and you have:

- Purchased days you have not yet taken, you (or your estate) are entitled to a refund for those days.
- Taken Vacation Buy days you have not fully paid for through payroll deductions, you must refund the difference to the Company.

***If You Take an Approved Leave of Absence***

If you take an approved leave of absence under the Family and Medical Leave Act of 1993, your coverage under the Vacation Buy Plan may continue for up to 12 work weeks. Your contributions will stop during your leave. Upon your return to work, you will be reinstated and your cost will be recalculated based on your initial election, amount deducted for the year and remaining number of pay periods in the calendar year.