



**TIME OFF
POLICY**

PAID TIME OFF

VACATION

Covenant believes that everyone needs to take time off throughout the year to rest, relax and “re-charge your batteries”. In light of this, the Company strongly encourages you to use paid vacation for this purpose.

After six (6) months of actively working, new, full-time, eligible employees may be granted forty (40) vacation hours. Paid vacation time is granted by the Company to enable an employee to rest, relax and return to work with renewed interest and energy. You may not use vacation time until you have been continuously employed for six (6) months. You must be “actively” working in order to be granted vacation days. Vacation must be taken in 2 hour increments. There is no entitlement to receive vacation pay after employment ceases, whether voluntary or involuntary.

At the beginning of each year, eligible employees will earn vacation as a lump sum based on their current years of service as of January 1. Eligible employees are those that have reached six monthly active, full-time employment as of January 1 in the current year. See schedule listed below.

Years of Service as of January 1 Vacation Hours Granted

Year One	40 hours
Year Two	80 hours
Year Three	88 hours
Year Four	96 hours
Year Five	104 hours
Year Six	112 hours
Year Seven	120 hours

All vacations will be arranged during periods causing the least inconvenience to the Company, and must be approved by your team leader in writing before the requested vacation dates. The Company reserves the right to limit or deny vacation time requests. Vacation requests may be approved or denied based upon already scheduled time off within a department.

A maximum of five (5) unused vacation days can be carried over into the next year, but those carried over must be used within the next calendar year.

A Time Off Request form must be completed and approved by your Team Leader, then routed to the Payroll Administrator in the office. Should vacation be scheduled to include a Company-recognized holiday, vacation time will not be charged for the holiday. Vacation time must be requested a minimum of one (1) week in advance. Vacation forms must be turned in to the office by Tuesday to be included in next payroll.

Vacation requests for longer than two consecutive weeks will be evaluated on a case-by-case basis by management for approval.

Vacation pay will be paid on the regular pay cycle and as straight time hours. Vacation days are not considered hours worked when calculating overtime hours.

Time off can be requested and scheduled in the same manner for unpaid time off.

SICK TIME

After ninety (90) days employment, full time employees will have twenty-four (24) paid sick hours. Sick time should be used only for illness or related employee health-care reasons such as doctor's or dentist appointments. Sick time will be taken in minimum two hour increments. Sick time will be earned as a lump sum on January 1 of each year and will renew annually.

HOLIDAYS

To be eligible for holiday pay, you must be "actively" employed for ninety (90) days prior to the holiday and shall have worked the scheduled work day preceding the holiday, and the scheduled work day following the holiday, unless vacation time has been previously approved. Covenant may make exceptions to the eligibility requirements for reasons it deems appropriate. An eligible hourly employee shall receive pay based upon an eight (8) hour day at the employee's wage rate for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and Christmas Day for a total of 7 days. Christmas Eve may be decided at the discretion of management yearly.

Unworked Holiday hours are **not** considered as "time worked" for overtime purpose.

BEREAVEMENT

The Company may grant active employees up to a maximum of three (3) regularly scheduled workdays to attend and/or arrange a funeral due to the death of an immediate family member. An employee will receive pay for an eight-hour day for each of the three days when verified. Immediate family is considered spouse, child, step-child, parent, step-parent, sibling, or grandparent.

UNPAID TIME OFF

PERSONAL LEAVE

A personal leave of absence for good and sufficient reasons may be granted at the Company's discretion to any full-time employee. You must submit a request for a leave of absence in writing to your Team-Leader. You must state the reason you are requesting the leave and the length of the requested leave. Absences of more than three consecutive days must be covered by a written, authorized leave or vacation.

In considering such leave the Company will review the reason, the needs of production, and your attendance record and other factors such as quality, productivity, safety and so forth. Personal leaves of absence generally do not exceed thirty (30) calendar days and will be subject tot the following conditions:

1. Written approval from the Team-Leader with final approval by Company Ownership/Leadership.
2. An agreed return-to-work-date.
3. Failure to return to work from a leave of absence by the agreed return to work date, unless excused, will be considered an automatic resignation of employment.

An employee who is off work for a leave of absence for personal reasons will be off work without pay. There will be no accrual of time-off benefits or holiday pay during an approved personal leave of absence. The employee may also be held financially responsible for any benefits he/she wishes to continue.