

## Current Vacation Policy

Because Cascade Wood Products, Inc. recognizes the importance of vacation time in providing opportunity for rest, recreation and personal activities, it is the company's policy that you take advantage of your vacation by taking time off from work.

The established vacation year is the calendar year, January 1<sup>st</sup> through December 31<sup>st</sup> of each year. Vacation is based on the employee's length of service. Regular full time employees will accrue paid vacation according the following schedule:

### **Vacation Schedule**

#### **Completed Years of Service**

#### **Paid Vacation**

**90 days**

**5 days (40 hours)**

1 to 2 years

10 days (80 hours)

3 to 9 years

15 days (120 hours)

10 or more years

20 days (160 hours)

New employees must work 90 days before being eligible for paid vacation. On January 1<sup>st</sup> after the first anniversary and each January 1<sup>st</sup> thereafter the employee will have vacation according to the years of service schedule outlined above. In years where a service anniversary falls and paid vacation increases, this time will also be pro-rated at the monthly rate of 3.33 hours until December 31 of that year.

### **Cashing out vacation**

Employees may cash out up to 50% of their annual vacation time earned. Vacation pay will be paid in 8 hours increments. Employees must fill out a Vacation Cash Out form available in Human Resources.

### **Unused vacation**

Employees may carry unused vacation time from current year into January of next year.

### **Vacation Pay**

Vacation pay is computed at a rate equal to your straight time hourly rate at the time the vacation is taken.

### **Schedules**

You may schedule vacations in conjunction with breaks, holidays, and/or regularly scheduled days off with the approval of your supervisor.

You are encouraged to plan your vacations as far in advance as possible. If there is any conflict in scheduling a particular date, conflicts will be resolved in the sole discretion of the company consistent with operational needs.

You may take vacation a week at a time or break it up with the prior approval of your supervisor. However, during our busy season or closing we might not be able to grant short-term vacations.

Whenever a company-approved holiday falls within an employee's vacation period, we do not count it as part of the employee's vacation.

Vacation forms are available from your supervisor or in the Human Resource office.

**Vacation may be applied in increments as small as one hour for time off for any of the following reasons:**

**Your health condition:** For your own illness, injury, or health condition, including the need for medical diagnosis, care, or treatment of your illness, injury or health condition. Also includes preventative medical care.

**Family member's health condition:** For care of a covered family member; illness, injury or health condition, including the need for medical diagnosis, care or treatment of an illness, injury, or health condition. Also includes preventative medical care. Covered family members includes spouse (includes same-sex domestic partner), child, spouse's child, same-sex domestic partner child, parent, parent-in-law, same-sex domestic partner parent, grandparent, or grandchild.

**OFLA reasons:** for any reason covered by the Oregon Family Act (OFLA). This includes employees own serious health condition (but not workers' compensation leave, unless you refuse a suitable offer of modified duty); parental leave (care for your newborn, recently adopted or newly placed foster child within 12 months of the date of birth or placement); "sick child" leave (under 18 or adult disabled dependent child who has an illness, injury, or condition that is not a serious health condition but requires home care); or bereavement leave.

**Domestic violence, harassment, sexual assault or stalking:** Time off to address a situation in which you, your child (under 18 or adult disabled dependent), or someone for whom you are a guardian is the victim of domestic violence, harassment that is criminal under Oregon state law, sexual assault, or stalking.

**Public health emergency:** To take time off for the closure of our business, or of your child's school or care provider due to a public health emergency; Decision by a public health official or health care provider that the presence of you or your covered family member in the community would jeopardize the health of others; or when a law or regulation requires us to exclude you from the workplace for health reasons.

We may request medical certification or other appropriate documentation if you need more than three consecutive scheduled workdays for qualifying reasons other than a public health emergency. We may also request this verification if we suspect that sick time is being abused. We will not require you to explain the nature of the illness or details related to domestic violence, sexual assault, harassment, or stalking. If there are any out-of-pocket costs for the medical certification that are not covered by insurance, we will pay the difference.

Employee requesting vacation for any of the above reasons must make written request to employer at least 10 days before time off begins, or as soon as possible if the leave is unforeseeable. Employees must comply with our call-in policy and report to HR regarding status and intent to return to work.