

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 1st through December 31st of each year. Vacation is based on the employee's length of service. Employees in their first year of service, prior to their anniversary date, but employed on January 1, 2016, will have 40 hours of paid vacation time. Regular full time employees will accrue paid vacation according the following schedule:

Vacation Schedule	Paid Vacation
90 days	40 hours
1 to 2 years	80 hours
3 to 9 years	120 hours
10 or more years	160 hours

New employees after January 1, 2016 must work 90 days before being eligible for paid vacation. On January 1st after the first anniversary and each January 1st 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. Unused vacation time from previous year may be carried over to January of the next year or you may cash out up to 50% of your annual vacation earned.

Vacation Pay

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

Employees may cash out up to 50% of their annual vacation time earned. Vacation pay will be paid in 8 hour increments. You must complete a vacation pay only form available in Human Resource.

Schedules

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