

# Vacation Policy

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## Purpose

The Beach Shops provides their employees paid vacation time according to the following guidelines to take time away from work to rest, relax, and pursue personal interest.

## Scope

This policy applies to all full-time Beach Shops employees.

## Guidelines

### 1. Paid Vacation Days Eligibility

- 1.1. Vacation days are available to full-time employees in accordance with the Beach Shops vacation accrual schedule.
- 1.2. Full-time employees become eligible for this benefit upon hire or upon becoming a full-time employee.
- 1.3. Part-time employees are not eligible for this benefit. Part-time employees include part-time temporary, part-time regular, and students.

### 2. Accrual

- 2.1. Based on Length

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An exempt employee that works less than a four-hour day and takes the remaining day off for appppppppaini10.6 (.4 174.6.2 (g)2hf,o)- (o)w -1.217 98mmd0.3 28.4(re)-3



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