

VACATION POLICY AND REQUEST FORM

TEAM MEMBERS HIRED AFTER JANUARY 1, 2015 WILL BE ELIGIBLE FOR ONE WEEK (5 DAYS) PAID VACATION BONUS AFTER ONE YEAR ON CONTINUOUS EMPLOYMENT. TO BE ELIGIBLE FOR A VACATION BONUS, YOU MUST BE EMPLOYED BY THE COMPANY. THE GENERAL MANAGER MUST APPROVE ALL VACATIONS. DUE TO BUSINESS FLUCTUATIONS, INDIVIDUAL RESTAURANTS MAY HAVE CERTAIN "BLACKOUT" TIMES DURING WHICH VACATIONS ARE NOT TO BE TAKEN. PLEASE CHECK WITH YOUR GENERAL MANAGER FOR DETAILS.

REGULAR FULL-TIME EMPLOYEES ARE THOSE WHO ARE REGULARLY SCHEDULED TO WORK A FULL-TIME SCHEDULE OF 32 HOURS OR MORE PER WEEK.

TEAM MEMBERS CLASSIFIED AS "REGULAR FULL TIME" EMPLOYEES EARN A VACATION BONUS AFTER ONE FULL YEAR OF CONTINUOUS EMPLOYMENT. THE VACATION SCHEDULE IS AS FOLLOWS:

1 YEARS = 1 WEEK

2 YEARS = 2 WEEKS

EMPLOYEES MUST TAKE TIME OFF IN ORDER TO RECEIVE VACATION PAY. VACATION PAY IN LIEU OF TIME OFF WILL BE GRANTED ONLY IN EXTREME CASES AND ONLY WITH THE APPROVAL OF THE PRESIDENT OF BORDERS MANAGEMENT.

VACATION TIME MUST BE TAKEN IN THE 12 MONTH PERIOD FOLLOWING THE ANNIVERSARY DATE ON WHICH IT WAS EARNED. UNUSED VACATION PAY WILL NOT BE PAID AFTER THE ANNIVERSARY DATE.

VACATION TIME DOES NOT ACCRUE PRIOR TO YOUR ANNIVERSARY DATE: THEREFORE, THERE IS NO PRO-RATED PAYMENT FOR VACATION UNLESS OTHERWISE SPECIFIED BY STATE LAW.

IT YOU TRANSFER FROM ONE BORDERS MANAGEMENT RESTAURANT LOCATION TO ANOTHER, IN KEEPING WITH THE "TRANSFER POLICY", YOUR VACATION TIME WILL BE PAID BY THE NEW LOCATION. HOWEVER, IF YOU LEAVE ONE BORDERS MANAGEMENT LOCATION AND ARE REHIRED BY ANOTHER LOCATION WITHOUT FOLLOWING THE TRANSFER PROCEDURES, YOU WILL BE CLASSIFIED AS A NEW EMPLOYEE AND WILL HAVE A NEW ANNIVERSARY DATE WITH THE COMPANY.

EMPLOYEE NAME _____

EMPLOYEE START DATE _____

EMPLOYEE VACATION DATES _____

MANAGER APPROVAL _____