

Flexible Time Off Policy

We know how hard you work and recognize the importance of providing you with time for rest and relaxation. We fully encourage you to get this rest by taking paid vacation time. To that end, we do not maintain a stated limit as to the number of paid vacation days that full-time employees may take during a calendar year. Full-time employees are encouraged to take vacation time as needed, provided that they use good judgment to ensure that business needs are met. Full-time employees are eligible for our flexible paid time off beginning on their first day.

Because we do not limit the number of vacation days employees may take per calendar year, employees do not accrue a bank of vacation time during the year, nor do they carry over vacation time from year to year. Employees also will not receive a payment for “unused” vacation time when their employment with the Company ends.

All vacation time must be pre-approved by your manager. Vacation requests should be entered into Workday for manager approval. For time off lasting more than one (1) week, you must seek pre-approval at least one (1) month in advance of your planned vacation. Time off lasting more than two (2) weeks must be pre-approved two (2) months in advance. We reserve the right to deny a request for time off depending on the needs of the business. Vacation time is approved on a first come, first served basis.

You are responsible for successfully completing your work and ensuring appropriate coverage when you are out. If excessive paid time off impacts job performance the company may take disciplinary action up to and including termination of employment.

This policy applies to vacation and sick time only. It does not apply to time off for other types of leaves of absence. Please refer to our other leave policies for more detail on paid and unpaid leaves.

The Company has ultimate discretion over the vacation program. As with all Company policies, the Company’s vacation policy may, from time to time, be amended or terminated with or without prior notice.

Sick Time

Ellevation understands that at times, you will need to be absent from work due to illness or other medical reasons. Because of this, we offer sick time to our team.

If you are unable to report for work because of illness or for any other reason, please contact your manager immediately. If the need to use sick time is foreseeable, you should make every effort to notify your manager in advance of your absence. You must keep your manager updated regarding the status of your return at all times. If your supervisor is unavailable, please contact People Operations.

Sick time is time away from work that you elect to use for the following reasons:

- Physician and dental appointments for yourself or family members
- Either you or a family member is sick
- Any other personal health reason or reason permitted under state or federal law (including leave to deal with the effects of domestic violence).

You are not required to give any specific reason for using your sick time, however, when you plan to use time for scheduled appointments, you must notify your supervisor of this and schedule the time off as far in advance as possible.

Upon hire, all regular full time employees are eligible to receive flexible sick time. Sick time is a benefit provided to you in the event you need to take time off because of your health or for any other personal reason permitted under law. It is not merely additional paid vacation. No pay is provided for unused sick leave at the end of employment.

Company reserves the right to request physician documentation for any sick time used. Unlimited paid sick time cannot exceed five (5) consecutive business days which may entitle the employee to short term disability benefits. Should any paid sick time exceed five (5) consecutive business days, the employee may be required to apply for short term disability benefits before being granted additional paid time. Under limited circumstances, the Company may extend the five (5) consecutive business days to a maximum ten (10) business days of sick time subject to the approval of VP, People Strategy, at which point you must apply for short term disability benefits. Excessive use of sick time over the course of the year may warrant physician documentation. Please reach out to the People Operations team for further guidance and information should this apply to you.

Part-Time Employees Sick Accrual

Non-benefit eligible employees will accrue one hour of sick time per thirty hours worked, up to a maximum of seventy-two (72) hours. Accrual occurs on the same terms as under the policy above.

Holidays

Ellevation observes the following paid holidays each year (holidays may be subject to change from year to year):

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Day Before Christmas
- Christmas Day

- Winter Break

Part of the Company's commitment to inclusivity is an appreciation of the dates that are important to a wide range of cultures and religions. In addition to the above, employees can also select two additional floating holidays. Floating holidays can be used for any national/state holiday or religious or cultural observance. Examples may include Veteran's Day, Yom Kippur, Rosh Hashanah, Indigenous Peoples' Day, Diwali, Cesar Chavez Day, Election Day or Susan B. Anthony Day. This is not an all-inclusive list. Floating holidays must be used within the same calendar year and will not carry over.

Full-time employees are eligible for Holiday Pay. Eligible employees who are called in to work on a company-recognized holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.