



Indispensable Tools for Today's ELL Professionals

### **Unlimited Vacation**

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 unlimited paid time off after ninety (90) days of employment.

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 Namely 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 only. It does not apply to time off to illness and/or injury or other types of leaves of absence. Please refer to our sick leave and 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 Days**

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



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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

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/non-temporary employees are eligible to receive sick time. Beginning January 1st of each calendar year, full time employees are allowed sick time to a maximum of six (6) days per calendar year. Part time employees will accrue one (1) hour of sick time for every thirty (30) hours worked up to a maximum of forty-eight (48) hours per year. Sick time can only be used in minimum increments of one (1) hour. You may carry over up to forty-eight (48) hours of sick time into the following year.

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.

### **Holidays**

From time to time throughout the year, additional paid days off may be granted to the Company by the leadership team. We observe several holidays by closing the office so you can enjoy time off with your friends and family. In addition to several Federal holidays, we take a holiday break during the week between Christmas Eve and New Year's Day. These days should not be seen as "policy" but rather a decision that will be communicated out to the Company and thus we reserve the right to alter, change, or revoke this practice at any time. We will distribute the holiday calendar for a given year by December of the previous year.

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.