

# TIME OFF/LEAVES OF ABSENCE

## Holiday Pay

Private employers in Oregon are not obligated to provide employees any specific days off during the year for holidays.

However, for employees who perform job functions under our In-Home Care license or who provide Care Management, Caregiving or Companion Care Services Pegasus will on certain days deemed an officially recognized Pegasus Holiday require employees to work. Where possible these shifts will be assigned on a voluntary basis. The current officially recognized Holidays are as follows:

New Years Day  
Memorial Day  
4th of July  
Labor Day  
Thanksgiving  
Christmas Day

For these purposes, Holiday Pay is awarded for the hours worked from 12:01 AM through 11:59 PM of the day in question. Holiday Pay in these circumstances is only awarded for hours worked.

Pegasus reserves the right to close the office during holidays of its choosing. If Pegasus does so, it has not necessarily changed the status of whether it is an officially recognized Pegasus Holiday. The list of holidays that the Pegasus office will be closed for in 2019 are as follows:

New Years  
MLK Day  
Memorial day  
July 4th  
Labor day  
Thanksgiving day  
Christmas day

If the office is required to be open for an employee to reasonably be expected to perform that day's job function, any closure related to a holiday will result in the reward of Holiday Pay for those hours missed. This will not include employees who need access to vehicle or supplies during a closure.

For these purposes missed work will only be considered to fall on a Holiday if it occurs during the hours of normal Office operation: 7:00 – 6:00 PM. However, no more than eight hours of Holiday pay will be accrued for any single day of Office Closure.

For all categories of employees unpaid time off may be granted to employees who desire to observe a religious holiday that is not recognized by the company.

## Vacation

Pegasus is proud to offer Paid Vacation time as part of its continuing efforts to provide competitive benefits for, and signal its strong commitment to, its valued employees

## Eligibility

Every employee at Pegasus will begin to accrue vacation time as of their 91<sup>st</sup> day. A newly hired employee is eligible to use accrued vacation time starting at the beginning of the following calendar year. (Example: An employee hired 06/01/18 would be able to use accrued vacation time starting 01/01/2019)

## Rate of Accrual

Our “vacation year” is based upon the calendar year. This means that one’s vacation year begins on from January 1<sup>st</sup> until December 31<sup>st</sup> of each year. If an employee has less than one full year of tenure with the company their accrual begins at the end of their 90-Day Probationary Period.

For all non-managerial, non-supervisory roles the amount of Paid Vacation Time due to each employee is different and is calculated based on their Average Work Hours Per Week (AWHPH) and the length of their tenure at the company. In order to calculate each employee’s Average Weekly Per Week, the employee’s total hours worked over the past year are divided by 52 weeks. For employees that have begun employment within 52 weeks, their total wages are divided by the number of weeks since their start date.

All Managers at Pegasus regardless of tenure will be awarded three weeks of Vacation time and all Supervisors regardless of tenure will be awarded two weeks vacation. In the instance that an Employee falls into two categories due to their role and their tenure, the employee would be awarded the vacation time from whichever category offered them the greater amount. (For instance, a supervisor with over five years tenure would qualify for three weeks vacation, while a newly hired supervisor would qualify for two weeks). The employee tenure is based on their original hire date and not any subsequent changes in job roles.

<b>Tenure/Average Work Hours Per Week</b>	<b>20</b>	<b>25</b>	<b>30</b>	<b>35 and up</b>
Under 3 Years (1 week)	.77 per Pay Period	.96 per Pay Period	1.15 per Pay Period	1.54 per Pay Period
3-5 Years (2 weeks)	1.54 per Pay Period	1.92 per Pay Period	2.3 per Pay Period	3.08 per Pay Period
Over 5 Years (3 weeks)	2.3 per Pay Period	2.88 per Pay Period	3.46 per Pay Period	4.62 per Pay Period

## **Vacation Leave Regulations**

The maximum amount of vacation hours you accrue is determined by one's rate of accrual. Once that maximum is reached, further accruals will cease until the vacation hours are taken and fall below the maximum allowed. Vacation accruals will also cease if the employee has reached maximum hours allotted for the year. The vacation time offered based on the table above represents the maximum vacation time that an employee can accrue during that calendar year.

You will not accrue vacation during unpaid leaves of absence. The employee's Average Work Hours Per Week will continue to be divided by the number of weeks since the start of the new year or since their hire date. Please refer to Pegasus Unpaid Leave Policy for more information.

Pegasus encourages employees to use available vacation time. If the available vacation time is not used by the end of a calendar year, accrued, unused leave may carry over to the next year. If the total amount of carried-over accrued vacation time reaches the maximum amount per employee, vacation accrual will temporarily stop. When vacation is taken again and the total accrued amount falls below the maximum, vacation accrual will begin again.

Vacation leave is paid according to an employee's base hourly rate and the number of hours that they are regularly scheduled to work at the time the vacation leave is taken.

Vacation Leave is not included in the determination of overtime compensation.

The use of Vacation Leave for unscheduled absences is discouraged and requires the approval of the immediate supervisor. Employees will not be permitted to cash out vacation hours.

Employees will not accrue vacation time during unpaid leaves of absence.

## **Scheduling Vacation Leave**

An employee will be encouraged to plan out their entire allotment of vacation time and request that time off before April 30<sup>th</sup>. If adjustments have to be made at a later date those will be handled and at the discretion of the employee's Manager. Employees will not be permitted to "borrow" against the vacation they expect to accrue over the course of a vacation year and only may use actual time accrued.

Employees will be expected to notify a supervisor as far in advance as possible of the time they wish to take one's vacation. Requests for scheduled vacation must be submitted in writing using the online Time Off Request Form. Time off requests will be granted based on seniority and the time of the request. To ensure that our Company's staffing and operational needs are met at all times, the Company reserves the right to grant vacation requests at its discretion. Due

to scheduling demands, all requests should be made with a minimum of 14 days notice and requests made without 14 days advance notice will only be accepted on a case by case basis.

Requests for Vacation Leave are approved at the discretion of the employee's immediate Manager or Supervisor, however, they are encouraged to make a reasonable, good faith effort to accommodate an employee's requests.

Vacation Leave may be approved in no less than one-hour increments for Non-exempt Professional Staff Members.

## **Termination**

If employment is terminated, accrued, unused vacation leave that has been earned through the last day of active employment will be paid at the employee's base rate of pay at termination. If employment is terminated and the vacation balance is in the negative, the employee agrees to reimburse the company for the cost of the vacation advance.