



Alaska Leave Policy

Effective January 1, 2023

All Alaska Exempt full-time employees are eligible for paid vacation benefits. Full-time employees are those working 30+ hours per week. Vacation accrual begins on the first day of full-time employment and is accrued each pay period. Vacation is accrued according to the schedule in this policy. Vacation can be used after it is earned. Vacation will not be earned during an unpaid leave of absence.

Alaska	
Days Per Year	Hours Accrued Per Pay Period
85.8	39.6

Vacation that is earned at the AK accrual rate must be paid in 12-hour increments.

To schedule vacation time, employees should request time off through Ceridian Dayforce at least two weeks before the requested leave. Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be approved based on a number of factors, including department operating and staffing requirements. The supervisor will respond to the request within three business days of the date that it was submitted indicating that the request has been approved or denied. If the request for vacation is denied, the supervisor will provide an appropriate reason.

Vacation will be paid at the employee's base rate at the time the vacation is taken. Vacation pay does not include any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.



The maximum limit at any given time during the year is 120 days (AK Remote).

Trident Seafoods provides paid vacation for employees to take time for rest and recuperation. Trident Seafoods encourages employees to use the available vacation time. At any time if the total amount of accrued vacation reaches a maximum limit of 120 days this would cause the accrual to temporarily stop. When vacation is taken again and the total accrued amount falls below the maximum, the employee's vacation accrual will resume on the next pay period.

If employment is terminated, any accrued unused vacation as of the last day of active employment will be paid at the employee's base rate of pay at termination. In the event of the employee's death, earned unused vacation time will be paid to the employee's estate or designated beneficiary. The amount of vacation paid will not exceed the employee's maximum annual accrual limit.

Unless you are receiving pay through a paid benefit program - such as a state paid benefit or worker injury compensation, you are required to use your accrued sick and vacation to the extent that it does not interfere with the paid benefit program. For further information regarding time off for family or medical leave, please refer to the most current Leave of Absence Policy.

TRIDENT SEAFOODS CORPORATION

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