



# Lower 48 Vacation Leave Policy

Effective January 1, 2023

All 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.

Lower 48		
Years of Service	Days Per Year	Hours Accrued Per Pay Period
0 - 4	10	3.08
5 - 9	15	4.62
10+	20	6.15

**Note: Effective January 1, 2021**, lower 48 employees who spend time working in Alaska track their “AK Days” in the timekeeping system (Ceridian). An employee will earn .75 vacation hours for each AK Day worked. (The 30 day waiting period has been eliminated)

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 overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. If a holiday falls during the employee’s vacation, the day will be charged to holiday pay, as applicable rather than vacation pay.



**Effective January 1, 2021, the maximum limit at any given time during the year is one and one half (1.5) times your annual vacation accrual.**

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 one and one half (1.5) times an employee’s annual vacation accrual, the employee’s accruals will 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 (example - Washington Paid Family and Medical Leave) 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. Total paid leave benefits may not exceed 100% of your base wages. 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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