VACATION POLICY, EFFECTIVE JANUARY 1, 2025

PAID VACATION TIME

Cacique Foods recognizes the importance of providing time off for family, rest and relaxation, and encourages teammates to plan for using earned time off. Full-time and part-time teammates are eligible for paid vacation time. Vacation accrues each pay period during the year while in active employment status. Accordingly, vacation does not accrue during leaves of absence.

Full-time teammates accrue vacation time according to the following:

If the Teammate's Length of Service is…	The Bi-Weekly Accrual is…	The Annual Accrual Award is..	The Accrual Limit is…
Upon hire through 4 years	3.08 hours	80 hours / 10 days	160 hours / 20 days
Years 5 through 7	4.62 hours	120 hours / 15 days	240 hours / 30 days
Years 8 and beyond	6.16 hours	160 hours / 20 days	320 hours / 40 days

Eligible part-time teammates accrue vacation on a pro-rata basis based on their regular schedule as compared to a 40-hour workweek.

Vacation Guidelines:

- Vacation time may be used once the time has accrued; teammates cannot borrow or request vacation time resulting in a negative vacation balance
- Vacation time may be taken in 4-hour increments
- Vacation requests should be submitted in advance; up to 30 days' advance notice is recommended; a longer duration of vacation time off could require more notice
- Teammates must request vacation using the ADP WFN portal or the ADP Mobile App; the teammate's supervisor will review and approve time off requests. It is recommended to also notify the supervisor/manager in advance of submitting the time off request via ADP.
- Every effort to grant vacation preferences will be made along with consideration of operations schedule needs. If too many requests for the same time period happen, preference may be given based on seniority and/or timing of the request.

- Vacation time use may be mandated in certain instances, to the extent permitted by applicable law.
- For teammates requesting FMLA/LOA time off; accrued vacation time must be used prior to going on an unpaid leave; to the extend permitted by applicable law.
- Pay in lieu of taking vacation time is not provided.

Vacations are paid at the teammate's regular base rate of pay at the time taken. Vacation time off is not counted as hours worked for purposes of calculating overtime.

All accrued, unused vacation will carry over from year to year, up to the accrual limits based on the chart above. Once a teammate reaches the accrual limit, no additional time will accrue until the teammate uses vacation time and their balance goes below the accrual limit. The accruals will then resume, subject to the annual and accrual limits.

Any accrued, unused vacation hours will be paid out upon termination of employment.