

Local Policy - Gladstone

Effective: 2/1/2018


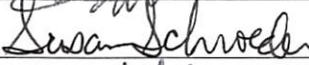

Half day of vacation

The purpose of this policy is to help Faurecia Gladstone's fulltime employees to deal with personal matters by allowing them to take half a day of vacation. This policy will be reviewed at least annually by leadership and the policy committee to ensure effectiveness. This policy can be modified, discontinued, or continued based on the team's recommendation.

Conditions

- Full time employees with more than five (5) days of vacation will be eligible to ask for half days of vacation
- Half days of vacation will be limited to four (4) half days of vacation of four (4) hours each, for a maximum of sixteen (16) hours per calendar year
- The half day of vacation will be used only at the beginning or the end of the scheduled shift for a non-negotiable amount of four (4) hours
- Full time employees using a half day vacation will leave at half of their scheduled shift or come to work after half of their scheduled shift (Example: for a 10 hour shift, the employee will work 5 hours and will be paid 4 hours of vacation)
- Every full time employee granted a half day of vacation on Friday afternoon or Monday morning will not be required to work weekend overtime. However, employees will still be able to sign the volunteer list to work the weekend
- Vacation consideration will be given to full week, full day then half day
- Half day of vacation will be covered under the same process than the regular vacation day (48h in advance, approved by the supervisor, ...)
- For every partial time missed during a day and approved FMLA, full time employees will be withdrawn half day of vacation, with a limit of four (4) half days of vacation or sixteen (16) hours per calendar year

Developed by: Gladstone Local Policy Committee

Approved by	Title	Signature	Date
Frederic El-Ahdab	Plant Manager		1/26/18
Susan Schroeder	HR Manager		1/26/18
George Ledbetter	IBEW Business Manager		1/25/18

Local policies will be reviewed yearly by the policy committee.