

VACATION ELIGIBILITY

The dealership recognizes that employees need a scheduled time away from normal work duties for their personal well being. The dealership grants annual vacation with pay to regular full-time employees who meet the following service requirements:

Length of Continuous Service Eligible Vacation

1 year.....	5 Working Days
3 years or more.....	10 Working Days

VACATION SCHEDULES

Vacation requests must be made at least sixty (60) days prior to the desired vacation time. Vacation may be taken at any time during the year after eligibility with the following provisions:

- Employees are expected to take their paid vacation time as a means of rest and diversion for themselves and their families.
- The Department Manager and General Manager both must approve vacation in advance.
- **Unused vacation days may not be carried over into the next vacation year nor will it be paid to the employee as additional compensation. If you do not take your vacation it is lost.**
- A holiday observed by the dealership that falls during the vacation period will be considered vacation time and not a paid holiday. If the holiday falls on a scheduled day off, the scheduled day off must be made before the week of the holiday. This day of vacation may be taken at another time as approved.
- An employee must work the regularly scheduled work days before and after the paid vacation period in order to be eligible to receive vacation pay.
- Job requirements will always have precedence over vacation schedules
- Length of service will be considered in the event a conflict of vacation schedules arises.

VACATION PAY

The following provisions with regard to vacation pay:

- Managers will be paid their regular base salary during vacation time.
- Salesmen will be paid based on their annual earnings over the last 12-month period divided by 52 weeks (\$750.00 per week maximum).
- Service Technicians will be paid based on their annual earnings over the last 12-month period divided by 52 weeks (\$750.00 per week maximum).
- Service advisors will be paid based on their annual earnings over the last 12-month period divided by 52 weeks (\$750.00 per week maximum).
- All other personnel will be paid based upon base rate of pay (40 hour work week).
- Paid vacation time will not be considered as time worked for the purpose of computing overtime.