



VACATION ACCRUAL POLICY

This policy is effective for all new CTI team members hired as of October 1, 2020

Eligibility

Office team members begin accruing upon hire into a benefits-eligible position. New team members will be required to work 90 days prior to becoming eligible to take any paid time off. Eligible employees must be scheduled to work full-time on a regular basis; seasonal, interns and temporary employees are not eligible to accrue vacation.

Accrual and Payment

Accruals are based upon paid hours up to 2,080 hours per year, excluding overtime. In a full-time employee's first calendar year, they will accrue 1.53 hours of vacation per week, which they will be entitled to use after a 30-day period. Their accrual rate for all subsequent calendar years will depend upon their years of service and becomes effective on the employees' date of service. See tier levels below:

Years of Service	Maximum Accrual	Weekly Accrual Rate
0 - 4	10 days* (80 hours)	1.53 hours
5 - 9	15 days (120 hours)	2.3 hours
10 + years	20 days (160 hours)	3.07 hours

**Pro-rated for new hires based on their date of hire*

Requesting Vacation

When using vacation, team members should provide their supervisor with reasonable notice and obtain approval to use vacation requested. This allows you and your supervisor to prepare for your time off and ensure that all staffing needs are met. Requests will be approved based on several factors, including department operating and staffing levels. If the request is unable to be granted, your supervisor will provide an appropriate reason. Your supervisor will make every reasonable attempt to approve requested time off. Vacation may be taken in increments of 4 hours.

Scheduling Vacation

Vacation requests are to be submitted by team members through the ADP self-service portal. Please refer to the ADP request process for vacation submission and approval on the CTI intranet: HR > Quick Guides

- Vacation compensation shall be paid at the employee's base rate of pay in effect at the vacation time is taken.
- Vacation does not carry over from year to year.
- No compensation for unused vacation will be provided—it is lost.

Payment upon Separation

In accordance with state law, team members will be paid upon separation for all vacation hours accrued but not yet used.

Illinois Team Members

In compliance with the Paid Leave Act for All Workers Act (PLAWA) beginning January 1, 2025, all full-time office team members in Illinois will be front-loaded 40 hours on 1/1 and will accrue the remainder of their allowed paid time off at their designated accrual rate based on years of service beginning July 1 – December 31 of each year; part-time team members will be entitled to receive a pro-rata share of their paid time off at the beginning of the year based on their annual schedule.

All new eligible team members will be required to wait 90 days prior to becoming eligible to take any paid time off.