



December 12, 2022

### **Vacation Hours Payout**

As we continue to put the business impacts of COVID-19 behind us, we are focusing on ensuring we return to our normal practices and procedures, including the management of vacation hours. Especially through COVID, many team members were allowed to build up significant vacation balances far higher than their annual allotment.

We will be taking several steps over the next 12 months to bring everyone back in line with our existing vacation policy.

Anyone who is full-time salaried and has more than 200 hours in their vacation bank, will be paid out on their December 23, 2022 pay cheque any hours that exceed 200. Managers will be meeting individually with the small number of team members who are impacted to advise of the number of hours to be paid out.

Beginning in 2023, to encourage team members to take time off to rest and re-charge and to bring compliance to our vacation policy, vacation carryover from year to year will be limited to 80 hours and subject to pre-approval from leadership.

Managers will be meeting with team members who have over 80 hours in their vacation bank to develop a plan to reduce their banked vacation time by the end of 2023. Again, the maximum number of hours to be carried into 2024 will be 80.