

Vacation Policy

Annual Vacation Benefits Based on a Full-Time 100% Schedule	Year(s) of Service	Per Pay Period Accrual	Maximum Accrual Hours
120 Hours	0-1	5	210
128 Hours	1-2	5.34	224
136 Hours	2-3	5.67	238
144 Hours	3-4	6	252
152 Hours	4-5	6.34	266
160 Hours *	5-6+	6.67	280

*Employees hired at the Director-level and above accrue 6.67 hours per pay period upon hire

The Company provides a vacation benefit to all regular full-time employees regularly scheduled to work 30 or more hours per week. Vacation accrual rates vary according to an employee's position and length of service with the Company, calculated from the employee's date of hire.

Advance approval through the Company time-off request process is required for vacation and must be submitted to Payroll via ADP for non-exempt employees, and via Workday for exempt employees.

Non-exempt employees may use accrued vacation in 30-minute increments. Exempt employees are required to use accrued vacation in 4-hour increments. Vacation, sick leave, holidays, jury duty and bereavement leave are considered worked time for purposes of vacation accrual. However, vacation does not accrue while on any unpaid leave of absence.

Employees are encouraged to take their accrued vacation each year. When that is not accomplished, vacation hours can be carried over into subsequent calendar years, provided that total accrued vacation time does not exceed 1.75 times their annual vacation accrual. The above table illustrates the vacation accrual and caps for regular full-time employees.

If at any time the accrual cap is reached, no further vacation time will accrue until vacation hours are reduced below the maximum accrual amount. There is no retroactive grant of vacation days/hours or compensation paid for the period of time vacation hours were not accrued. Vacation hours are pro-rated based on business days.

Active employees may be eligible to borrow up to a maximum of 40 hours of vacation time per calendar year against vacation time not yet accrued. Employees wishing to borrow vacation hours must complete the "Borrowing Vacation Time Unpaid Time-off Request Form" and receive prior approval from their supervisor, Department Vice President and People and Performance. The approved form must be submitted to Payroll at least two weeks prior to the requested vacation time.



Additionally, an employee must not have exceeded the 40 hours borrowing cap in a calendar year. Borrowing against unaccrued vacation will not be permitted for employees on a leave of absence or directly prior to a planned leave of absence. Vacation accrual will be applied toward the negative vacation balance each pay period to pay back the borrowed hours. Acadia reserves the right, if consistent with state and federal law, to deduct any negative balance from employees' final paychecks.

Overtime hours do not accrue vacation benefits. Additionally, vacation and holiday hours will not be counted as hours worked for the purposes of determining overtime.

Employees will not be allowed to be paid cash in lieu of taking vacation other than at separation of employment (see below).

If a Company-recognized holiday occurs during the employee's scheduled vacation time, it will not count as a vacation day, but rather as a holiday.

When an employee separates from the Company, the final paycheck will include payment for all unused accrued vacation (up to the aforementioned cap) at the employee's base hourly pay rate as of the date of separation.