

EMPLOYEE TIME OFF POLICY

Dealership Vacation, Personal Days and Holiday Policy

The dealership employee time off and holiday policy is listed below. As always, if you have any questions, please do not hesitate to ask your supervisor, the dealership controller, general manager or the owner. Time off includes vacation time, personal days and sick days.

Employees with more than 10 days available are expected to take excess days during the first and fourth quarters (January, February, March and October, November, December).

All time off must be scheduled and approved by your supervisor and at least 50% of time off must be taken consecutively. Any time off over the allowed days available will be deducted from compensation. All supervisors/managers must have time off approved by the general manager or owner and noted by the dealership controller, who will keep the annual attendance records.

Employees must work 2080 hours or more (full time) in order to receive any compensation for time off.

DEALERSHIP EMPLOYEE TIME OFF POLICY

(VACATION/SICK/PERSONAL TIME)

Years	Days Available	Years	Days Available
Less than 6 months	0	After 6 years	13
6 months/12 months	1	After 7 years	13
After 1 years	6	After 8 years	14
After 2 years	6	After 9 years	14
After 3 years	7	After 10 years	15
After 4 years	7		
After 5 years	8		

HOLIDAY SCHEDULE

SALES DEPARTMENT	HOLIDAY	SERVICE/PARTS/OFFICE
OPEN	New Year's Day	OPEN
OPEN	Memorial Day	OPEN
OPEN	Fourth of July	CLOSED*
OPEN	Labor Day	CLOSED
CLOSED	Thanksgiving Day	CLOSED
CLOSED**	Christmas	CLOSED**

*If the Fourth of July falls on a Saturday or Sunday, the Parts, Service and Office departments will be open on Friday and Monday and holiday pay will be paid to each full time hourly employee. If the Fourth of July falls on Monday through Friday: Parts Service and Office will be closed and holiday pay will be aid to each full time hourly employee.

***Christmas schedule (holiday pay will be paid to each full time hourly employee)

Christmas on Saturday	Christmas on Sunday	Christmas on Monday
Sales and Service Open Friday	Sales and Service Open Saturday	Sales and Service Open Saturday
Skeleton Crew	Skeleton Crew	Skeleton Crew
2 pm or last customer served	2 pm or last customer served	2 pm or last customer served
Full Crew Monday	Full Crew Monday	Full Crew Monday