

Work Anniversary PTO Day

Effective Date: January 1, 2022

PROGRAM OBJECTIVE:

Girbau North America is grateful for the years of service our team members provide to our company. As a way to celebrate and reward our team member's time of service with our company, team members are eligible for a special PTO hours in recognition of their work anniversary date.

PROGRAM ELIGIBILITY REQUIREMENTS:

- Active employment status
- Team Member must complete one full year of service

PROGRAM DETAILS:

Team members are eligible for the following special PTO hours to celebrate their work anniversary date:

- Full-Time Team Members (30+ hours per week): up to 8 hours in accordance with normal scheduled work hours
- Part-Time Team Members (29 hours or less per week): up to 4 hours in accordance with normal scheduled work hours

These special PTO hours may be taken on or after the team members work anniversary date and must be coordinated with their manager.

Special PTO hours must be used in the full increment (8 hours for FT/4 hours for PT).

Special PTO hours must be used before the next anniversary date and are not eligible for rollover. Unused hours will be forfeited at the next anniversary date.

Unused special PTO hours are not eligible for payout at year end or upon termination.

NOTE: These special hours should **not** be requested through normal PTO protocol. These additional PTO hours are **not included as part of a team member's earned PTO hours** shown in iSolved. Managers are responsible for recording these hours in iSolved under the absence code "Other".

**Any deviation from above guidelines must have prior written approval from GNA President

Program may be modified, suspended or cancelled at the sole discretion of Girbau North America.

**Overall Employment Definition: All employment with GNA or its subsidiaries excluding positions with a temporary employment status