



Welcome **Team Member**,

Please be aware of the following policies and procedures regarding **break times**, **holidays**, **vacations** and **telephone usage**. Should you have any questions or concerns regarding these listed below, please feel free to discuss this with **Management** directly. **There are no bad questions!**

The following break schedule applies to all **Team Members** who are present and working. You must work **at least 2 hours before** taking any breaks. Please be mindful of your fellow **Team Members** and take your breaks using the following.

Morning Break	10 Minutes	2 hours after Clocking In
Lunch Break	30 Minutes	11:30am through 1pm Mandatory
Afternoon Break	10 Minutes	2 hours after Lunch Break

Please limit the usage of cell phones to 2 minutes during working.
Those working less than a six-hour shift only receive one ten minute break.

We **encourage** you to take breaks using the above including with fellow **Team Members!** These schedules ensures that you and your **Team Members** are well rested and work together as a **team**.

Full-time Team Members (a minimum of 30 hours per week) must be employed for a minimum of **3 months** to qualify for **holiday pay**. **Holiday pay** will be based upon the average number of hours and days worked for the **3 months prior** to the holiday. **Full-time Team Members** who have been employed a **full year** will be eligible for a **one week vacation**.

Vacation must be **scheduled** and **approved one month in advanced** by management. Any **Vacation Day(s)** are at a **first come, first serve** basis and **will not be approved** if another **Team Member** has requested before you.

Paid Vacation Day(s) taken in conjunction (**7 days before and 7 days after**) a holiday (**New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas**) require a **written special request** with **no guarantee of approval**.

Holiday Bonuses will be awarded on the merit basis only and will be at the discretion of the **Stakeholders**.

Tammy