

Vacation (PTO) Policy 2010

Because the Company recognizes the importance of time off and providing the opportunity for rest, recreation and personal activities, accrued time off/vacation time (hereinafter PTO) is granted to all employees.

The amount of vacation (PTO) time to which you are entitled depends on your status as an employee or on your length of service as your anniversary date, as follows:

Vacation (PTO) will accrue as follow:

- For every 1 straight time hour worked (OT does not count) - you will earn - .04098 (PTO) hours. By this equation you should be able to earn two full weeks off per year.
- Paid time off may be taken in minimum increments of two (2) hours, and can only be used after it has been accrued. If an employee takes time off that has not yet been accrued, he/she will not be paid for that time off
- Pay in lieu of Time Off - Employees are required to take their earned accrued time off. No payments will be made in lieu of taking the time off.
- Paid Time Off for Terminated Employees - Employees whose employment is terminated (because of a cause) will not be paid for any unused time off.

Please keep in mind to coordinate your PTO with your manager before taking any time off.

Your accrued PTO hours should be posted on your current pay stub. If you do not see it posted or if you any questions concerning PTO hours, call the Delta HR Dept. (248-623-6696). In order to prevent any confusion, please check with the Delta HR Dept. for an accurate availability of PTO hours before adding it to your time sheet. Ask for Aurora or Alicia. E-mails- aurora@delta-staffing.com or alicia@delta-staffing.com

Holidays

The Company provides full-time employees paid time off on the following holidays after 30 days of employment: **New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.** If the holiday falls on a Saturday or Sunday, the company will announce what day it will observe, if any, as paid time off.

Please sign and return to Delta Staffing LLC—fax: 248-479-5010

Contractors Signature

Delta Staffing Agent Signature

Contractor Printed Name

Delta Staffing Agent Printed Name

Date

Date