

PERSONAL DAYS POLICY

Concept Packaging Group

1.0 Purpose

A healthy balance between work and personal life is important in maintaining employee satisfaction. The purpose of this policy is to provide hourly CPG employees with additional, unpaid time off for personal reasons. An employee's vacation time is not impacted by this policy and will remain as outlined in the CPG Vacation Policy. This policy supersedes and replaces all prior policies, handbooks, or other publications related to these personnel matters as of January 1, 2018.

2.0 SPECIFIC POLICY AND PROCEDURE

2.1 Implementation

This policy will be effective as of January 1, 2018 for all **full-time hourly employees who are hired within the current calendar year only.**

2.2 Number of Days

Each Newly hired hourly employee will receive five (5) **unpaid** days on their date of hire. These days can be used with pre-approval from supervision/management prior to the end of the current calendar year. No personal days will be carried forward or available to employees after their 1st Calendar year of employment.

2.3 Requests

Requests for the use of personal days must be submitted in writing to an employee's Manager or Supervisor prior to the end of the shift for the requested day off. The following rules apply:

1. Personal days can be scheduled for half days, or full days of your normal scheduled work day.
2. If a personal day is used before or after a holiday, an employee will still receive holiday pay.
3. Personal days can be used in conjunction with jury duty, bereavement, or any other paid time off, with approval.

By signing below, you indicate that you have received, read, and understand the policy and its terms as outlined above.

Employee Name (Please Print)

Employee Signature

Date

THIS DOCUMENT IS NOT INTENDED TO AND DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT. ALL EMPLOYEES ARE EMPLOYED ON AN AT WILL BASIS WHICH MEANS THAT EITHER THE EMPLOYEE OR THE EMPLOYER MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE.
--