

# ENDEAVOR

## **U.S. VACATION POLICY FOR NON-EXEMPT EMPLOYEES (excludes IMGA and UFC)** *(effective January 1, 2021\*)*

This policy applies to all full-time, regular non-exempt (hourly) employees with at least 90 days of service. If an employee is regularly scheduled to work 30 hours or more per week for a period of indefinite duration, the employee is classified as a full-time employee.

Vacation entitlement is based on tenure and is accrued accordingly per pay period (i.e., earned during the calendar year, not front-loaded). Once an employee accrues more than their annual vacation entitlement, the balance will roll over each year to up to the rollover maximum. Once the maximum level is reached, employees will not continue to accrue vacation until they have used some vacation such that their balance drops below the maximum rollover accrual amount.

### **VACATION ENTITLEMENT BASED ON TENURE\*\***

<b>TENURE</b>	<b>VACATION ENTITLEMENT</b>	<b>ACCRUAL RATE</b>	<b>ROLLOVER MAX</b>
Under 5 years	2 weeks (10 days)	Earn 3.34 per pay period	120 hours max
5-9 years	3 weeks (15 days)	Earn 5 hours per pay period	180 hours max
10+ years	4 weeks (20 days)	Earn 6.67 hours pay period	240 hours max

Requests for vacation should be submitted at least two weeks in advance via Workday and must receive the approval of the employee's immediate supervisor. The Company reserves the right to deny or postpone an employee's vacation for business continuity purposes.

Vacation is not earned during unpaid leaves of absence or while on disability salary continuation, except as otherwise required by law. Vacation accruals will commence when the employee returns to work. Employees will not be paid for accrued but unused vacation upon termination unless required by applicable law.

Part-time employees are not eligible for paid vacation.

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## **\*Transition Year for Vacation Rollover**

For certain U.S. non-exempt (hourly) employees with any outstanding 2020 vacation balance that would normally expire on December 31, 2020, the company will allow for a maximum of 10 days of vacation carryover to be used by June 30, 2021.

All other guidance from the U.S. Vacation policy should continue to be followed when taking the carried over leave (i.e. the maximum time off to be taken is 2 weeks, manager line approval is required for each period of absence, unused vacation is only paid out upon termination when required by applicable law etc.).

## **\*\*Grandfathering for Neulion, USA LLC Non-Exempt Employees**

Neulion full-time non-exempt (hourly) employees hired on or prior to December 31, 2020 will be grandfathered under the following vacation entitlement:

### **VACATION ENTITLEMENT IF HIRED ON OR PRIOR TO 12/31/2020**

TENURE	VACATION ENTITLEMENT	ACCRUAL RATE	ROLLOVER MAX
Under 5 years	3 weeks (15 days)	Earn 5 hours per pay period	180 hours max
5+ years	4 weeks (20 days)	Earn 6.67 hours pay period	240 hours max

All Neulion full-time non-exempt (hourly) employees hired on or after January 1, 2021 will be subject to the vacation entitlement in effect January 1, 2021.