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SOLENIS POLICY

Vacation

1.0 Policy

Solenis provides employees with paid time away from work annually for periods of rest and relaxation, in amounts based upon an employee's service and level (band/grade) of the role. Any departure from the provisions contained herein must be approved in writing by the vice president of Total Rewards and Human Resources Operations.

Solenis reserves the right to terminate, amend, eliminate or replace any program, plan, or benefit described in this policy at its discretion and at any time. Solenis' vice president of Total Rewards and Human Resources Operations is responsible for implementation of, and amendments to, this policy. Nothing in this policy is intended to represent a contract, including, but not limited to, a contract of continued employment.

1.1 Eligibility

The following employee groups are eligible to receive vacation pay:

- regular, full-time, employees (exempt and non-exempt), and
- regular, part-time, exempt employees who work 20 or more hours per workweek.

Temporary employees are not eligible to receive vacation pay.

1.1 Calculating the amount and value of vacation pay

The amount of vacation an employee accrues is based upon:

- the employee's band level;
- the year or years of service completed by the employee, based upon the employee's adjusted service date ("Completed Year of Service" or "Completed Years of Service"), and
- the number of days and hours per day worked during the employee's standard workweek.

For purposes of this policy, adjusted service date is defined in the Adjusted Service Date policy. In Workday, Adjusted Service Date is referred to as Continuous Service Date.

For full-time employees working a standard work schedule, it is expected that accruing one week

of vacation is the equivalent of five days / 40 hours of vacation.

Eligible part-time employees accrue vacation on a pro-rata basis based upon the number of days and hours in the part-time employee's standard workweek.

Vacation is paid to an employee using the employee's base salary or base rate of pay, excluding overtime, shift differential, bonus or incentive pay or additional compensation of any kind, in effect on the last day actually worked prior to the vacation day.

1.2 Vacation benefit schedule

The table below depicts the number of annual days / hours accrued based on an employee's band and Completed Years of Service.

	Bands 4 - 20	Bands 21+
Up to one year (prorated)	15 days / 120 hours	18 days / 144 hours
Years 1 - 2	16 days / 128 hours	20 days / 160 hours
Years 3 - 4	17 days / 136 hours	20 days / 160 hours
Years 5 - 9	18 days / 144 hours	20 days / 160 hours
Years 10 - 14	20 days / 160 hours	25 days / 200 hours
Years 15 - 19	23 days / 184 hours	25 days / 200 hours
Years 20 - 29	25 days / 200 hours	25 days / 200 hours
Years 30+	30 days / 240 hours	30 days / 240 hours

Increases to an employee's accrual rates will be effective upon the first day of the accrual period following an additional Completed Year of Service by the employee or change in band that makes the employee eligible for additional vacation time. An employee earns 1/26 of his or her yearly vacation each accrual period worked during the current calendar year.

1.3 Accrual of vacation days

Vacation is accrued on a semi-monthly basis. The hours are added on the first day of each period, the 1st and 16th of the month.

For instance, if you are eligible for 18 days of annual vacation (144 hours), then you will earn 6 hours of vacation each period (144 hours divided by 24 accruals). New hires will begin to accrue vacation in this manner upon being active on the accrual date (the 1st or 16th of the month). If the date of hire is the 1st through 16th of the month, the hours are added on the hire date. Hire dates of the 2nd through 15th will receive the first accrual on the 16th and hire dates of the 17th through the end of month receive hours on the 1st of the following month.

1.4 Rehires, reclassified employees

If a former Solenis employee is rehired by Solenis or moves from an ineligible to an eligible classification, the employee will begin earning 1/26 of his or her annual vacation each period as of

the effective date of the re-hire or eligible status. The annual vacation accrual will be calculated using the employee's Adjusted Service Date, if applicable.

1.5 Vacation advance

Employees have the ability to use future allocations of vacation in advance of earning it under the circumstances described in this paragraph. Employees wishing to take vacation not yet earned, can take up to five days (40 hours) of unearned vacation resulting in a negative vacation balance. Future allocations of vacation will then be applied to this negative balance making it positive at a later point in the calendar year.

Employees cannot carry a negative vacation balance of greater than five days (40 hours) at any time during a calendar year. Employees' vacation balances should be zero at the end of the calendar year. Any negative balances at the end of the year will carry over into the subsequent year. Any negative balances upon termination will need to be reimbursed to Solenis by the employee or former employee as allowable by local law. The amount owed will be calculated in accordance with and withheld from the employee's final paycheck as allowable by local law.

1.6 Vacation buy

The option to purchase up to five days of vacation is available to any employee who is eligible for less than twenty-five (25) days of annual vacation under this policy. The election opportunity to purchase vacation is only available during the annual Open Enrollment period. Employees who are hired, re-hired or become Eligible-Status employees during the calendar year and otherwise eligible to purchase vacation must wait until the next following Open Enrollment period to purchase vacation.

Employees do not receive pay in lieu of taking earned or purchased vacation, except when payments are specifically provided for under this policy, such as payment upon an employee's termination or where dictated by local law.

1.7 Special situations affecting vacation entitlements

Unpaid leaves (other than furloughs and military leaves of absence)

When an employee leaves active employment on an unpaid leave (other than a military leave of absence), the accrual of vacation will cease. When the employee returns to active employment after an unpaid leave, the accrual of vacation will commence at the calculated rate in accordance with **1.1 Calculating the amount and value of vacation pay**. Employees will receive an Adjusted Service Date reflecting the length of the employee's unpaid absence.

Future vacation accruals will be based on the standard schedule, however the maximum amount of vacation the employee is eligible to receive may be reduced as a result of receiving the Adjusted Service Date, and the employee will not accrue vacation for any months not worked.

If an employee's employment is terminated without the employee returning to active employment, no further vacation benefits will accrue.

1.8 Military leaves of absence

While on a military leave of absence, an employee may elect to use earned vacation days and purchased vacation days in order to supplement his or her income while on military leave of absence.

Employees on military leave will receive accrued and earned vacation as though they were active employees. If the employee terminates without returning to active employment, any earned vacation and purchased vacation he or she had at the time of termination will be handled in accordance with the **1.8 Termination and Accrual Date** below.

An employee's Adjusted Service Date is not adjusted to reflect unpaid time on military leave.

1.9 Furloughs

Employees will not be eligible to take accrued vacation time during the furlough period unless prohibited by state law.

When an employee leaves active employment on a furlough, the accrual of vacation will cease. Unused vacation time at the start of the furlough period will remain in the employee's balance during the furlough period. When the employee returns to active employment after a furlough, the accrual of vacation will commence at the calculated rate in accordance with **1.1 Calculating the amount and value of vacation pay**.

Future vacation accruals will be based on the standard schedule, however the maximum amount of vacation the employee is eligible to receive may be reduced as a result of the employee not accruing vacation for any time period not worked.

If an employee's employment is terminated without the employee returning to active employment, no further vacation benefits will accrue.

1.10 Foreign assignments

The effect of a foreign assignment on vacation benefits is explained to an employee in writing prior to the commencement of the foreign assignment. The terms of the foreign assignment agreement will supersede any conflicting provisions contained herein.

1.11 Utilization of vacation each calendar year / vacation carryover

Employees are encouraged to use their available vacation each calendar year. Employees who do not use available vacation during the calendar year will not be permitted to carry over the unused vacation time into the next calendar year.

Employees will not receive pay in lieu of taking earned or purchased vacation by the end of the calendar year, except when payments are specifically provided for under this policy, such as payment upon an employee's termination or where payment for accrued but unused vacation at the end of a calendar year is required to comply with applicable state or local law.

1.12 Scheduling the timing and length of vacations

Employees are expected to schedule their use of vacation in advance and use of vacation is subject to the approval of the employee's manager. Managers will make efforts to schedule vacations to the mutual satisfaction of both the employee and Solenis. If this is not practicable, then Solenis' business needs will take precedence.

1.13 No duplication of pay

Solenis does not pay both vacation and holiday pay for the same day. If a company holiday occurs during an employee's vacation, that day is charged as holiday pay. Unless prohibited by local regulations, vacation does not count in the calculation of overtime for overtime-eligible employees, nor can vacation be used to increase the number of work hours in one day. For example, if an employee works three hours in what would be an eight-hour workday, only five hours of vacation can be used.

1.14 Change to the status of ineligible for vacation

If an employee moves from eligible for vacation status ("Eligible Status") to an ineligible status, then Solenis will pay the employee for any unused earned vacation in a lump sum as soon as administratively feasible, minus taxes and other required deductions. In the event the employee once again becomes an Eligible-Status employee, Solenis handles the employee's vacation benefit using the same approach as outlined in **1.1 Eligibility** above.

1.15 Transfers and acquisitions

Solenis determines vacation benefits for an individual who becomes an employee through the acquisition of another company or facility in accordance with the terms of the acquisition agreement.

1.16 Exempt part-time to full-time

A part-time employee who changes to regular full-time status will have his or her per-period vacation accrual adjusted to reflect the full-time schedule. The total number of annual vacation days will be in accordance with **1.2 Vacation and Benefit Schedule** and be reflected on the employee's next accrual date.

1.17 Payment of unused earned vacation

Any employee whose employment with Solenis is terminated, regardless of cause, will receive payment for any unused, earned vacation available to the employee on the date the termination occurs. In addition, where applicable state or local law prohibits the loss of accrued vacation at the end of a calendar year, Solenis will pay an employee's accrued but unused vacation balance at the employee's regular rate of pay.

1.18 Termination and accrual date

Employees whose employment is terminated on their accrual date receive payment for vacation

days that accrued on their accrual date.

If employment termination occurs during the employee's vacation for any reason other than death, then the employee's termination date is the last day actually worked.

1.19 Employee's death and unused earned vacation

If an employee's employment terminates due to the employee's death, the employee's estate will receive a lump sum payment, minus taxes and other required deductions for any unused earned and purchased vacation (to the extent it has been paid for at the time of death).

2.0 Scope

This applies to Solenis, except as follows:

- Employees who work outside the U.S., and
- Employees who are subject to a collective bargaining agreement, to the extent its provisions conflict with this policy.

3.0 Owner

Vice president, Global Total Rewards

4.0 Exceptions

There are no exceptions to this policy unless required by applicable state or local law. If state or local law requires practices other than what are outlined in this policy, Solenis will comply with state and/or local law.