



Earned Time Off

Red Hen offers earned time off for all full-time employees. Earned time off may be used for sick days, personal days or vacations. **All earned time off for personal or vacation days must be cleared by your supervisor at least two weeks in advance.** The greater the notice, the higher the employees chance of having their request granted.

1) Earned Time Off Accrual

Full-time employees begin accruing earned time off upon hire. At any time after three months of employment, you may use any amount of your earned time off. Your balance is noted on each pay check, and is available on the time clock. The following outlines our earned time off accrual system for hourly and salaried employees.

Hourly (Non-Exempt) Employees earn time off for each hour worked. The accrual rate increases at your annual anniversaries. Assuming you work a 40 hour work week, you will earn 64 hours in year one, 80 hours in year two, and 120 hours in year three and beyond. The specific accrual rates are: .003077 year one; .03846 in year two; .05769 in year three and beyond.

Salaried Employees: Salaried full-time employees earn 80 hours of paid time off during their first and second years, and 120 hours in their third year and beyond.

Earned Time Off Accrual Chart	Hourly Employees Based on a 40 Hour Work Week	Salaried Employees based on a 40 Hour Work Week
1 st Year	Accruing 64 hours per year	Accruing 80 hours per year
2 nd Year	Accruing 80 hours per year	Accruing 80 hours per year
3 rd Year & beyond	Accruing 120 hours per year	Accruing 120 hours per year
10 th Year and beyond	Accruing 160 hours per year	Accruing 160 hours per year

2) Earned Time Off Accrual Limitation

We strongly encourage all employees to take time off each year. At your second anniversary, you are expected to have "used up" any time earned during your first year of employment. **Employees must use any accrued paid time off from a previous year before their next employment anniversary. Earned time off hours will not carry over beyond one year; employees must use or loose this benefit.**

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