



# Vacation Policy

## WHAT IS THIS POLICY FOR?

This policy defines the vacation pay benefits provided to its salaried associates for their rest and relaxation. Eligible associates begin to accrue vacation hours from their date of hire.

## WHO IS THIS POLICY FOR?

This policy applies to all Belden salaried associates, subsidiaries and affiliates in all business platforms in the United States.

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## OVERVIEW

Vacation is accrued during the calendar year based on years of completed service. Weeks of vacation follow the schedule below, unless previously grandfathered.

### *Vacation Schedule*

Most locations follow the below schedule –

#### Non-Exempt Associates

**Year 0-2:** 2 weeks of vacation, accrued at 1 day per month, up to 10 days

**Year 3-10:** 3 weeks of vacation, accrued at 1.5 days per month, up to 15 days

**Year 11+:** 4 weeks of vacation, accrued at 2 days per month, up to 20 days

#### Exempt Associates

**Year 0-4:** 3 weeks of vacation, accrued at 1.5 days per month, up to 15 days

**Year 5+:** 4 weeks of vacation, accrued at 2 days per month, up to 20 days



In most cases, vacation time should be used during the calendar year and is not carried over to the following year. Due to state specific regulations, such as in California, or division practices, an associate may accrue vacation up to a maximum accrual and carry over to the following year up to the maximum accrual. Please see your HR representative for details if you are in a state or business that allows for accruals.

Exempt associates use vacation in full-day increments, while non-exempt associates may take half days.

If a holiday occurs during the associate's vacation period, that holiday will be considered separate from vacation time.

During a leave of absence the associate will not accrue vacation hours. Upon return from an approved leave, the associate will resume accruing vacation at the same accrual rate that would have been in effect if no time away from work had been taken, with no break in service. Vacation time cannot be used to extend a leave return date.

In the event of voluntary termination an associate cannot use unused accrued vacation to extend employment.

### *Manager Approvals*

The approval of vacation time is at the manager's discretion which is based on an evaluation of the request and the organization's business needs. Associates planning to take vacation time should request approval from their respective manager as far in advance as possible. Managers will make every effort to consider each associate's vacation plan requests.

Approval for time off of non-accrued vacation time is at management's discretion and will be reflected as a negative balance. For example, if you have a total of 3 weeks of vacation and take 5 days off in January, you technically have only accrued 1.5 days at that time. Your vacation balance will show as -3.5 days.

### *New Hires*

For new hires, vacation days will be pro-rated based on the number of months worked in the first year of hire. For example, if an associate has 3 weeks of vacation and starts April 1<sup>st</sup>, they will receive 13.5 days of vacation for the year (9 months x 1.5 vacation days).

