

Susquehanna Printing
Standard Operating Procedures

Section: Benefits
Subject: Work Week Paid Time Off

Date Issued: 6/9/2020
Date Revised: 3/5/2021

The following guidelines have been established for Susquehanna Printing employees regarding paid time off.

In the Press Department there will be two teams rotating on the night shift schedule with alternating weeks as listed below:

- One week working 3 days @ 12 hours/day for a total of 36 hours/week
- One week working 4 days @ 11 hours/day for a total of 44 hours/week

Additionally, there will be one team working a fixed dayshift schedule from Monday – Friday, working a minimum of 8 hours per day, 5 days per week.

In the Pre-press and Post-press departments, employees work different variations of 4 and 5-day shift schedules totaling a minimum of 40 hours per week.

Vacation – Benefit eligible employees have vacation hours available to them based on their years of service. This time can be taken in hour increments. When employees request a full day of vacation, they must take the number of hours for which they are scheduled to work on the day of the requested vacation.

Employees are not eligible to carryover unused vacation to the next calendar year. Carryover for vacation would only be considered for extenuating circumstances and must be pre-approved by Human Resources.

*Due to the nature of our business, it is important that vacation time is scheduled as far in advance as possible. A vacation schedule will be maintained to ensure that there is adequate coverage to run the business, allowing for only one employee to be off at a time. There may be times that vacation requests are denied due to production needs.

Personal Holiday – Benefit eligible employees have two (2) personal holidays to use per calendar year. When requesting personal holiday pay, employees will be paid for the number of hours for which they were scheduled to work on the day of the requested personal holiday.

Birthday Holiday – Benefit eligible employees have one (1) birthday holiday that they can use 30 days prior to or 30 days after their actual birthday. When requesting the birthday holiday, employee will be paid for the number of hours for which they were scheduled to work on the day of the requested birthday holiday.

Holiday Pay – Benefit eligible employees are entitled to receive 6 paid holidays, as designated in the Company employee handbook, at 8 hours per holiday.

In addition to the holiday pay, the Company will pay time and a half for all hours an employee is required to work on a holiday.

In the event the holiday falls on the weekend, and the employee is scheduled to work on the day the Company celebrates the holiday, he/she will be paid normal rate for hours worked, in addition to receiving a day of holiday pay.

In respect to the differing work patterns throughout the Company, the department manager may notify HR in writing of exceptions that should be addressed. Documentation will be required, and requests must be approved by the Director, Human Resources.

Sick Pay – Benefit eligible employees have a total of forty (40) hours of paid sick time to use during the calendar year. This time can be taken in hour increments and may also be used for care for children, doctor appointments (for self or children), etc. If requesting an entire day of Sick Pay, pay will be in the amount of hours for which they are scheduled to work on the day that sick pay is requested.

Bereavement Pay – Employees will receive up to three days of bereavement pay in the amount of hours for their current shift pattern in the week which the funeral falls. “Immediate family” includes spouse, domestic partner, parents/step-parents, children/step-children, siblings/step-siblings, grandparents/step-grandparents, grandchildren/step-grandchildren, mother-in-law, and father-in-law.

Jury Duty – When summoned for Jury Duty, employees will receive jury duty pay in the amount of hours for which they are scheduled to work on the day that jury duty falls.