



Markets:  
 Carolina / Great Lakes / Indiana / Great Lakes-Indiana

## AGM & RGM

### Handbook Addendum - Vacation Policy

**VACATION:** All AGM, RGM and above store level Manager team members are granted vacation time based on a manager team member’s anniversary date, as set forth in the table below. Vacation hours will be granted in the pay period after the anniversary date. Vacation hours must be taken within the year of eligibility or they will be forfeited. Unused vacation time may not be cashed out (except as mandated by state law) and does not carry forward from one anniversary year to the next. Manager team members are allowed to “go negative” in their vacation balance up to one work week (50 or 40 hours). In the event employment terminates, any balance reflected as negative will be withheld from the final paycheck.

Employees are responsible for accurately recording all vacation time. If all vacation time is exhausted, unpaid vacation time may not be taken.

**Payout at Termination:** Unless prohibited by state or local law, if the Company temporarily or permanently severs your employment from the Company (including but not limited to furlough, layoff, or termination), or if you voluntarily separate from the Company with less than two weeks’ notice, you will not be paid for vacation days you have accrued but not yet taken.

AGM Vacation	
Length of Employment	Maximum Accrual Amount
1 – 4 years	2 weeks (10 workdays; 80/100 hours)
5 – 19 years	3 weeks (15 workdays; 120/150 hours)
20 – 24 years	4 weeks (20 workdays; 160/200 hours)
25 years +	5 weeks (25 workdays; 200/250 hours)

RGM and Above Store Vacation	
Length of Employment	Maximum Accrual Amount
Hire* – 4 years	2 weeks (10 workdays; 80/100 hours)
5 – 19 years	3 weeks (15 workdays; 120/150 hours)
20 – 24 years	4 weeks (20 workdays; 160/200 hours)
25 years +	5 weeks (25 workdays; 200/250 hours)

\*Will not be able for use until 90 days after hire

The addendum you are about to sign, as a new hire, is the current version. If/when updates are made you will be able to obtain the most up to date addendum at any time by clicking on the link: [AGM/RGM Vacation Policy](#)