

PAID HOLIDAYS

MBS Textbook Exchange, LLC. recognizes the value of holidays to all employees and observes the following as paid company holidays:

New Year's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving
Thanksgiving Friday
Christmas Day

If a holiday should occur on a weekend, observance of the holiday will normally be schedule on another day of the week. A schedule of observances of paid company holidays will be posted on the Intranet.

ETO - EARNED TIME OFF

ETO is a combination of time off for vacations and holidays. Only full-time year-round employees are eligible for this benefit.

As a full-time year round employee, you will begin accruing ETO from your first day of employment; however, you are not permitted to use this paid time off until you have completed three (3) months of employment unless it is for designated paid company holiday. After completion of three (3) months of employment, the amount of available paid time off is strictly determined by the total amount of the accrued ETO balance.

You will continue accruing ETO as long as you remain a full-time employee. If you have earned ETO hours and subsequently change employment status, you may not continue to accrue additional ETO, but you do not forfeit your unused hours previously earned.

Calculations for determining ETO are based on the number of years you have been employed by MBS Textbook Exchange, LLC. It is calculated for hourly employees at an hourly rate for each hour paid; except for overtime; including ETO hours and sick leave.

The following schedule outlines accrual rates, annual accruals, and maximum accruals for ETO:

Years Of Continuous Service	Accrual Rate Per Hour Worked	Max. ETO for 12 Months	Max. ETO Accumulation
Less than 5	.073	153 hrs. (19 days)	200 hrs. (25 days)
At least 5, less than 10	.080	168 hrs. (21 days)	220 hrs. (27.5 days)
At least 10, less than 15	.088	184 hrs. (23 days)	240 hrs. (30 days)
At least 15, less than 20	.096	200 hrs. (25 days)	280 hrs. (35 days)
At least 20, less than 25	.103	217 hrs. (27 days)	320 hrs. (40 days)
At least 25, or more	.111	233 hrs. (29 days)	360 hrs. (45 days)

Once you have accumulated the maximum hours, you cease to accrue additional ETO. To avoid losing additional accruals, you must reduce your accumulated balance by using some of your ETO.

You are not required to use all of your accumulated hours at one time, nor do these hours have to be used in the same twelve-month period in which they were earned.

The ETO accumulated balance is a self-managed amount. You should keep track of your balance, remember at holiday periods time will be deducted for paid company holidays. At no time will an employee be allowed to go into a negative balance for ETO. Your ETO balance will appear each pay period on your check stub.

All ETO must be scheduled and approved in advance by your supervisor or unit manager. Your supervisor has full authority to reschedule or postpone your time off if it conflicts with the work schedules of others or causes interruption in the service provided by your department.

When your employment with us ceases, you will be paid for any unused ETO balance, BUT ONLY IF:

- You have been employed with MBS Textbook Exchange, LLC. for at least three (3) consecutive months as a full-time employee, AND
- You were not discharged for violating company policies or dishonesty of other actions not deemed to be in the best interest of the company, AND
- Adequate notice of separation from employment has been given.