



## **Extended Vacation Policy**

We prefer that our employees limit the length of vacation time they take at any one time to 2 consecutive weeks. We do realize, however, that from time to time the situation may arise where an employee may wish to take an extended vacation (in excess of 2 consecutive weeks) in order to take a special trip etc. While Frontier has always tried to accommodate these requests we find that as we grow we are receiving more and more of them. Given the nature and size of our business it was determined that certain guidelines needed to be created and followed in order to ensure appropriate coverage for our clients and fairness to all of our employees. The following guidelines will be applied for all extended vacation requests:

- Employees must notify their manager at least 3 months prior that they wish to take an extended vacation (anything more than 2 consecutive weeks) – unless the leave is related to a family emergency. All vacations in excess of 2 consecutive weeks require manager approval.
- Given the seasonality of our business it is preferred that extended vacations be scheduled in the months of December to April (for non-finance employees) wherever possible. Finance employees should try not to schedule extended vacations between January and April due to year end accounting requirements. Further notice periods of up to 6 months may be required for extended vacation requests outside of these months.
- Requests for extended vacation will generally only be granted once every 2 years. Requests to go more frequently than this must be approved by senior management and are subject to operational requirements and other requests for extended leave.
- Requests for additional unpaid time to use for extended vacations must be made at the same time as the extended vacation is requested and subject to senior manager approval. Requests for additional unpaid time will only be considered once every 2 years otherwise the employee's vacation time is limited to the amount of vacation time they normally accrue. Unless agreed to by senior management additional unpaid time will be capped at 2 weeks.
- The unpaid time option is available for extended vacation requests only.
- Some options may exist to bank additional time to use for extended holidays. These requests to bank time must be approved by your manager and are subject to operational requirements and overall needs. Employees cannot bank time unless there is sufficient work to warrant the working of extra hours. Banked time will be capped at 5 days.
- Total extended vacation will be capped at 4 weeks (comprised of a combination of paid and unpaid leave).