	Vacation & Holiday Pay	Sponsor: Human Resources	Number: HR-1200
	Applies to: All brands and all centers	Date Issued: 06/2025	Replaces: 12/2024

I. STANDARD:

Full-time associates will accrue vacation time based upon their position and years of continuous service. Holiday pay is also provided based upon position.

II. OPERATING PROCEDURE:

- ▼ The vacation accrual period is based on date of hire to anniversary date for associates. Associates will be eligible to request and take accrued vacation with the approval of their supervisor.
- ▼ All vacation pay will be paid on the scheduled pay date for the time the vacation is taken.
- ▼ As of their date of hire, full-time Senior Mechanics and Mechanics are eligible to earn vacation based on hours worked as follows:

Hourly Accrual	Maximum Accrual
0.039 hours	80 hours


- ▼ As of their date of hire, full-time Management associates are eligible to earn vacation based on hours worked as follows:

Years of Completed Service	Hourly Accrual	Maximum Accrual
0 through 4	0.039 hours	80 hours
5 or more	0.058 hours	120 hours

- ▼ As of their date of hire, full-time corporate associates are eligible to earn vacation based on hours worked as follows:

Years of Completed Service	Hourly Accrual	Maximum Accrual
Less than 1	0.039 hours	80 hours
1 - 4	0.058 hours	120 hours
5 or more	0.078 hours	160 hours

- ▼ Associates eligible to accrue vacation will do so at their applicable accrual rate until their maximum annual accrual is accrued. Ex: 80 hours of eligible annual accrual, maximum accrual equals 80 hours.

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- ▼ Once the maximum annual accrual has been reached, no additional vacation time will be accrued until the pay period after vacation time is taken and the balance drops below maximum annual accrual.
- ▼ Vacation accrued but not taken by the end of the calendar year will be carried over to the next year.
- ▼ The above is subject to state and local requirements.

Scheduling, Documentation and Approval

- ▼ Vacation requests should be submitted through UKG Workforce Management at least two weeks in advance in order to allow the center or department to schedule accordingly.
- ▼ The immediate supervisor must approve vacations prior to any time being taken.
- ▼ Vacations should be scheduled and generally taken in increments of one (1) week; however, associates may take vacation in one hour increments with 15 minute increments after the initial one hour.
- ▼ The company reserves the right to deny vacation in order to maintain a sufficient workforce on the affected days.
- ▼ Vacation blackout dates will be enforced as follows:
 - ✓ For all center associates – dates are determined by the Regional Vice President according to the local needs of the business.
 - ✓ For all Event Sales Department associates – blackout dates will be determined and communicated by the RVP/SVP annually.
 - ✓ Vacation during a blackout period must be approved by the RVP or department VP.

Wage and Hour Considerations


- ▼ For all full-time salaried associates, one day equals eight (8) hours pay. One (1) week equals forty (40) hours pay.
- ▼ Vacation time will not be counted as hours worked for calculation of overtime.
- ▼ Holidays falling within an associate's scheduled vacation period will not be charged against vacation time.

Vacation Without Pay or Pay In Lieu of Vacation

- ▼ Vacation without pay may be granted at the discretion of the manager.
- ▼ No cash payment will be made in lieu of vacation.

Leaves of Absences

- ▼ Vacation will not be accrued or credited during a medical, military, or personal leave of absence or when an associate is out on extended sick leave.

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Reinstatement of Vacation

- ▼ Associates rehired less than 120 days of from their termination date will receive a vacation benefit based on their original hire date.
- ▼ Associates rehired more than 120 days after their termination date will receive a vacation benefit based on their new hire date.

Vacation Pay when Employment Ends


- ▼ An associate who is terminated from the Company, whether voluntarily or involuntarily, with vacation accrued but not taken will forfeit their vacation balance upon termination except in states where it is not permitted.

Vacation Pay when a Center Closes

- ▼ Should a center close due to inclement weather, accrued vacation time may be used to compensate for hours lost.

Holidays

- ▼ Center Management Salaried (exempt) associates may be required to work on the days set forth below and will be paid their usual salary for pay periods in which holidays occur and may take an additional paid day off, upon supervisor approval, within thirty (30) days of the paid holiday.
 - a. Memorial Day
 - b. Fourth of July
 - c. Labor Day
 - d. Thanksgiving Day
 - e. Christmas Day
- ▼ Full-time Center Management Hourly (non-exempt) associates are entitled to holiday pay equal to 8 hours at their hourly rate whether or not they work the days listed above. If the Center Management Hourly (non-exempt) associate works on such day, they are entitled to be paid for the hours worked and the additional eight (8) hours of holiday pay. Holiday pay time will not be counted as hours worked for the calculation of overtime.
- ▼ Center Non-Management Hourly (non-exempt) associates who work on one of the days below will be paid at one and one-half times their regular rate of pay for the hours worked. Center Non-Management Hourly (non-exempt) associates who do not work on these days are not entitled to any pay for hours not worked. The holiday premium is an overtime premium and associates are not entitled to additional overtime premium on top of the holiday premium.
 1. Christmas Eve
 2. Christmas Day
 3. New Year's Eve
 4. New Year's Day

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- ▼ Full-time corporate associates, including District and Regional Manager Associates, will follow the Corporate Holiday Schedule. At the end of each calendar year, Human Resources will distribute the calendar for the following year's recognized holidays.
- ▼ An associate will not receive their holiday pay if it falls during Short Term Disability, FMLA or unpaid leave.
- ▼ If a holiday falls within an associate's vacation the day of the holiday will not be deducted from the associate's vacation balance.

III. ADDITIONAL RESOURCES:

- ▼ *Benefit Accrual Report – Benefits Department*
- ▼ *Human Resources Department*
- ▼ *Payroll Department*