



## COREWORKS

### HOURLY:

<b>Vacation</b> Full-time only	1 <sup>st</sup> year up to 40 hours
<b>Personal Days</b> Full-time only	Up to 2 personal days per year
<b>Holidays</b> Full-time & Part-time	Up to 6 paid holidays per year

### SALARIED NON-EXEMPT:

<b>Paid Time Off</b> Full-time & Part-time	Flexible Time Off – No cap on use
<b>Paid Parental Leave</b> Full-time & Part-time <i>Subject to eligibility, including completion of at least 1 year of employment.</i>	Primary Caregiver: Up to 4 weeks Non-primary Caregiver: Up to 2 weeks
<b>Unpaid Personal Leave</b> Full-time & Part-time <i>Subject to eligibility, including completion of at least 1 year of employment.</i>	Up to 30 days

### SALARIED EXEMPT:

<b>Paid Time Off</b> Full-time & Part-time	Flexible Time Off – No cap on use
<b>Paid Parental Leave</b> Full-time & Part-time <i>Subject to eligibility, including completion of at least 1 year of employment.</i>	Primary Caregiver: Up to 4 weeks Non-primary Caregiver: Up to 2 weeks
<b>Unpaid Personal Leave</b> Full-time & Part-time <i>Subject to eligibility, including completion of at least 1 year of employment.</i>	Up to 30 days

\*This information is subject to change. If there is a conflict between the amounts listed and the company policy, the company policy will prevail.