

VACATION, HOLIDAYS, SICK PAY & BEREAVEMENT LEAVE

Vacation Accrual

ABM provides you with vacation so that you can take time off, relax, and return to work refreshed and energized.

Vacation is accrued on a pay period basis. Your accrual rate is based on your service at ABM as measured from your date of hire and shown below in the table:

Vacation Allowance

Length of Service	Maximum Annual Allowance	Monthly Accrual	Maximum Accrual
<i>Less than 5 years</i>	<i>10 days</i>	<i>0.83 day</i>	<i>15 days</i>
<i>5 years, but less than 15 years</i>	<i>15 days</i>	<i>1.25 days</i>	<i>20 days</i>
<i>15 years or more</i>	<i>20 days</i>	<i>1.67 days</i>	<i>25 days</i>

Holidays

Each year ABM provides you with eight paid holidays. The standard holidays are shown below but may be changed based on local business needs:

New Year's Day	Independence Day	Day after Thanksgiving
Martin Luther King Jr. Day	Labor Day	Christmas Day
Memorial Day	Thanksgiving Day	

Temporary and non-Staff/Management employees are not eligible for holiday pay.

Sick Leave

ABM provides one paid sick day per calendar month of employment. Subject to state law, sick leave may be used only for absences due to illness. Sick leave is not carried forward from year-to-year.

<u>Completed Service</u>	<u>Annual Sick Leave Allowance</u>
Less than 5 years	5 days
5 years, but less than 15 years	10 days
15 years or more	15 days

Bereavement Leave

ABM provides paid time off on account of the death of immediate family members defined as the employee's spouse, children, siblings, parents (and step-relationship of the preceding), parents-in-law, grandparents, and grandchildren. Additional time may be requested from your supervisor, but is not paid. However, vacation time may be substituted.