

## Vacation Payout

To recognize the unique nature of delivery positions, RAILS will provide an annual vacation payout benefit exclusively to delivery staff. Delivery staff members are required to work 100% in person and do not have the same flexibility to work remotely as administrative staff. This distinction is the basis for extending this benefit to delivery staff only.

### Vacation Payout Provisions:

- Eligible delivery staff may receive a payout of unused vacation time at the end of each calendar year.
- The maximum vacation payout is up to 37.5 hours per year.
- Payouts will be calculated based on the employee's regular hourly rate of pay as of the payout date.
- Vacation hours in excess of the 37.5-hour payout limit will not be carried over or paid out.
- Employees who opt out of the payout option will retain the ability to carry over up to 37.5 hours in accordance with the existing RAILS vacation carryover policy.
- Payment for unused vacation will be included in the first payroll of the following calendar year.
- All payouts will be considered taxable wages and subject to applicable federal, state, and local withholding and deductions.

### Eligibility:

- This benefit applies only to delivery staff, defined as employees whose job duties require them to be on-site and perform delivery operations. This includes both full-time employees and part-time employees who are regularly scheduled to work at least 20 hours per week on a consistent basis.
- Administrative staff are excluded from this benefit, as their job responsibilities allow for greater workplace flexibility, including the ability to work remotely.