



19/30 PROGRAM POLICY

Updated 5/1/11

I. PURPOSE

The 19/30 program is designed to enable employees the flexibility of taking one personal day off each month to spend as they wish – with family and friends, pursuing outside interests, or taking care of personal business.

II. ELIGIBILITY

This policy applies to regular full-time employees at sites that have adopted the 19/30 program, but it excludes retail store employees and employees who work 10- or 12-hour shifts, and employees covered by a collective bargaining agreement, unless expressly provided for by the terms of the applicable agreement.

Employee participation is entirely voluntary, if it aligns with the work practices of the group. An enrollment form is not required to participate in the program, however all new participants must enter the program on the first available workday during the beginning of the month. Supervisor's approval is required in advance in order for the 19/30 day to be used.

III. ADMINISTRATIVE GUIDELINES

To qualify, employees must work an extra 30 minutes each day to participate in the program. Working during the lunch period does not qualify nor can additional hours worked one day carry over to the next day's requirement. When an employee takes a sick or vacation day, no makeup is required for the additional 30 minutes not worked on that day. Employees are not required to work a specific amount of days prior to requesting the use of a 19/30 day. A 19/30 day can be taken at any time with prior supervisor approval.

The 19/30 days off must be scheduled like vacation with supervisor's approval. The 19/30 day cannot be carried over from month to month.

Life Insurance and LTD Insurance value and premiums will be calculated on base salary and regularly scheduled overtime, excluding the daily half hour overtime resulting from the 19/30 work schedule.

Exempt Employees

- Exempt employees are required to report their 19/30 day, when taken, in CATS using attendance code 0082 and recording the absence as a full-day (8 hours).

Non-Exempt Employees

- Non-exempt employees will report 30 minutes of overtime, when worked, each day on their timesheet using CATS attendance code 0010 - regular scheduled overtime
- All 19/30 participants should only record 8 hours, not 8.50 hours for a full day absence (i.e. vacation or sick time).
- Non-exempt employees will report their 19/30 day, when taken, on their timesheet using CATS absence code 0082 - 19/30 day non-exempt.
- Earnings for salaried non-exempt employees will be reduced by one day's pay for the 19/30 day off. If the 19/30 day is not taken during the month, do not report it on the timesheet. No reduction will be taken.
- Must take time off each month in order to maintain participation in the program.

Note: It is important that salaried non-exempt employees submit their timesheets in a timely manner to avoid a reduction in pay for more than one 19/30 day in a pay period.

IV. IMPLEMENTATION

For sites wishing to adopt the 19/30 policy, local management approval must be obtained as well as Strategic Business Unit approval.

Questions

For questions, contact HR Connections by submitting a [web ticket](#). For immediate assistance, call 877-81-ASK HR (877-812-7547) or 918-661-5381.

Employees may contact HR Connections at 1-877-812-7547 or their local HR representative if they have any questions. Although the Company will generally provide prior notification, the Company reserves the right to change, amend, or terminate the referenced plans, programs, policies and/or procedures at any time, without notice, subject to applicable law and/or the terms of any applicable collective bargaining agreement or contract. The information provided is not intended to supersede applicable local, state or federal law or the terms or provisions of any current collective bargaining agreement. In the event of conflict, the law or collective bargaining agreement shall prevail. The contents of this document are not intended to be the Summary Plan Description for benefit plans mentioned. The official Summary Plan Description is the paper copy along with summaries of material modifications to the plan.