



VACATION DONATION POLICY

Policy Statement

Border Foods supports employees during times of serious hardship by permitting team members to donate earned paid vacation hours to fellow employees. Donated hours may be used in cases of serious medical illness or injury or catastrophic family/life circumstances.

Eligibility to Donate

- Employees may donate up to 100 hours of their available earned vacation per calendar year.
- Donations must be made in minimum increments of 8 hours.
- To donate complete the Vacation Donation form under forms in Dayforce.

Eligibility to Receive Donations

- All Border Foods employees with at least 6 months of employment are eligible to receive vacation donations, even if they are not otherwise eligible to accrue vacation.
- Recipients will be paid at their regular rate of pay for any donated vacation hours used.
- Vacation must be taken in increments of at least 8 hours.
- Annual maximums:
 - Part-Time employees: up to 40 hours per year
 - Full-Time Crew/Shift Managers: up to 80 hours per year
 - Assistant General Managers (AGM) and above: up to 100 hours per year

Qualifying Circumstances

Requests will be reviewed by the Vacation Donation committee when an employee demonstrates evidence of need due to one or more of the following situations:

- Experiencing a life-threatening medical condition.
- Undergoing major surgery for health condition.
- Requiring inpatient, hospice, or residential care.
- Caring for an immediate family member with a life-threatening condition or major surgery, who is not receiving 24-hour professional care.
- Facing a catastrophic family crisis, such as a fire, natural disaster, or comparable emergency.



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Additional Provisions

To be approved to use donated vacation, an employee must:

- Have exhausted all other forms of paid leave (vacation, sick, personal holiday, compensatory time).
- Have successfully completed at least 6 months of continuous employment.
- Provide proof of catastrophic need, such as medical documentation, accident reports, or police/fire reports.

Employees are **not eligible** if they:

1. Are on a disciplinary suspension.
2. Are receiving or have applied for workers compensation benefits.
3. Are covered by long-term disability benefits for the illness/injury.
4. Have a history of misusing paid leave.

How to apply

Submit your request in HERO under the Benefits Request section

- Select Vacation Donation Application
- Complete all fields
- Submit supporting documentation

Please note: Your request will not be reviewed until the required supporting documentation is received.

Important information

- Requests for donated vacation are reviewed by the Vacation Donation Committee and subject to verification.
- Denials are final and not subject to grievance or appeal.
- Use of donated hours must comply with Border Foods policies and all state and federal leave laws.