

2007 Paid Time Off for Aquent staff assigned to Verizon SOW's.

There will be 7 paid holidays:

New Years Day	Memorial Day
4 th of July	Labor Day
Thanksgiving Day	Day after Thanksgiving
Christmas Day	

Paid Time Off

If you have been assigned to Verizon for 4 (calendar) years or less, as of January 1st, either through Aquent, another vendor or as a Verizon employee, you will earn two weeks paid time off per year, accumulating .84 days per month.

If you have been assigned to Verizon for 5 (calendar) years or more as of January 1st, you earn 1.25 days off per month, for a total of 3 weeks.

Days off are on a use-it or lose-it basis and do not carry over into the new year and are not paid out if your employment with Aquent ends.

You are also entitled to 5 personal days off in a calendar year as well. If there is a need for any additional days off during the year, these must be pre-approved by Aquent and taken without pay. All requests must be made in writing.

All PTO must be pre-approved by Aquent and your Verizon client. When making a request, email the Verizon client your SOW is assigned to, and cc: emeline@aquent.com

Please acknowledge, sign below and fax back to 858-453-2894, attention: Eric Meline, or email with signature to emeline@aquent.com

Print Name: _____

Start Date: _____

Signature: _____