Singleton Schreiber
FEARLESS ADVOCACY

**Flexible Vacation Policy for Regular, Full-Time, Exempt Employees**

The Firm recognizes the need for employees to take time away from work and entrusts employees to manage their own time, workload, and results. The Firm offers a flexible vacation policy, in which regular, exempt, full-time employees do not accrue paid vacation time but can instead request paid time off for vacation as necessary, while still meeting their job expectations. This flexible vacation policy is not a form of additional wages for services performed but is part of the Firm's desire to provide employees a flexible work schedule – including their ability to decide when and how much time to take off. It is the Firm's intent that employees actually have the opportunity to take vacation and that their schedule and work demands do not prevent them from doing so.

Employees are expected to manage their time off, so they operate at peak performance. Time off must be requested from an employee's supervisor with as much notice as possible, ideally 30 days or more. The Firm reserves the right to deny requests for vacation based on business needs. Even though employees do not accrue vacation, they must request time off under this policy in advance as specified above and report all time taken off under this policy in accordance with the Firm's payroll procedures.

This policy is limited to time off for vacation and does not apply to sick time or leaves of absence.