

## VACATION POLICY FOR CONSULTANTS AND EMPLOYEES ASSIGNED TO WORK ON VERIZON ACCOUNTS

Effective immediately, all **Brillio** employees and consultants performing services for Verizon are required to do the following before leaving a **Brillio** project for vacation or any other extended leave.

1. Receive written approval from **Brillio** (applicable Account Manager) who will then contact the Client for Client approval. If Client does not approve then the request shall be denied but may be requested for an alternate time period less disruptive to the Client.
2. Upon the last day of services prior to the approved leave period (after receiving approval from **Brillio** ) employee or consultant shall give to the **Brillio** facility manager, if on **Brillio** premises, or if on Verizon premises, to the Verizon project manager or **Brillio** Account Manager, the following items where applicable:
  - Building Access badge; Verizon and **Brillio**
  - Verizon Remote Access Token
  - Laptop
  - Verizon or **Brillio** provided Cell Phone or PagerAt no point is employee or consultant allowed to take **Brillio** or Client property with them when not actively engaged in performing services to the Client
3. Upon return the employee or consultant shall pick up their assigned items left with the respective party and again provide the services agreed to.
4. Employee or consultant shall not extend their time away or delay their return without the express written consent of **Brillio** and the Client. This approval must be obtained prior to the extended period.

Any violation of this policy may cause damage to **Brillio** , in which **Brillio** will enact any remedies deemed necessary to reduce, minimize, or cure the damage done to **Brillio** as deemed appropriate by **Brillio** and/or required by the Client and as allowed in accordance with local, state, and federal labor laws.

If you have any specific questions on this please contact **Brillio Business** Operations Dept at [Business.Ops@brillio.com](mailto:Business.Ops@brillio.com) or your respective Employee Relationship Executive at: [nikhil.n@BRILLIO.COM](mailto:nikhil.n@BRILLIO.COM) .

### Acknowledgement & Agreement:

Name : - Arpit Panwar

Signature : - \_\_\_\_\_

Date : - 11-18-2022