

# USA Vacation Policy

## Vacation Entitlement

ROKO Labs provides both contractors and direct employees with a vacation entitlement of 15 working days per year.

## Accrual

Upon joining the company, employees will begin accruing vacation days at a rate of 1.25 days per month, leading to a total of 15 working days per year.

## Time Off Management

We utilize Sequoia as our primary vacation tracking system for time-off requests.

### Step 1

#### Project Approval

If you are currently engaged in a project, your time-off request will require approval from the relevant project personnel – either the Project Manager (PM) or your Team Lead. This step ensures that the potential impact of your absence on the project's timeline and deliverables is evaluated.

### Step 2

#### Manager Confirmation

Following project-level approval, your time-off request will be forwarded to your direct manager for confirmation and final approval.

### ⚠ Important

- Vacation must be approved in Sequoia before its start date. If it is not approved, it is considered as absence from work.
- Before speaking with the client and notifying them about vacation days, employees must get approval from their ROKO manager.

## Advance Notice

To facilitate efficient project coordination and planning, all time-off requests must be submitted at least **three months** before the scheduled vacation. Failure to provide adequate advance notice may require special permission from upper management to approve the vacation request.

In situations where employees need urgent vacation days (of shorter duration), they should speak to their ROKO manager and submit a request in Sequoia.

## Vacation Duration

Employees are permitted to take a maximum of 2 weeks (10 working days) of vacation in a single stretch.

## Annual Minimum

Each employee is required to use a minimum of 10 vacation days within the current year to encourage proper rest and rejuvenation.

## Carry-Over and Expiry

Employees have the option to carry over their unused vacation days to the following year. However, all carry-over days must be utilized by May 31st of that year.

## Negative Balance Exception

Newly hired employees, with at least 3 months of tenure, may request to use vacation days even if they have not yet accrued enough days. In this exceptional circumstance, employees can go into a negative vacation balance of up to 5 days. To do so, employees must seek special approval from their direct manager, and they are responsible for ensuring that their balance returns to zero by the end of the current calendar year. This policy allows new employees to enjoy the benefits of time off while recognizing their limited accrual during the initial months of employment.

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