

**Leica Microsystems, Inc.**  
**Vacation Policy Acknowledgment Form**

Employee (Print Name): John Smith

I am aware that I may request an advance of up to forty (40) hours in “borrowed” vacation time if I am eligible to earn that time in the year of my request. If I separate before my advanced vacation time has been earned, the Company will deduct the unearned vacation pay from my final paycheck.

By signing below, I am acknowledging that I have read and understand the vacation policy.

- That I may request an advance of up to forty (40) hours in “borrowed” vacation time, if I am eligible to earn that time in the year of my request.
- If I separate before my advanced vacation time has been earned, the Company will deduct the unearned vacation pay from my final paycheck.
- That once I accrue 1 ½ times the annual vacation allowance to which I am entitled, my accrual of vacation time will stop until I use time to bring my balance below the accrual maximum.

Associate’s Signature: {signature\_new\_associate}

Date: 6/1/2019

Please return signed form to Human Resources Department