

Frequently Asked Questions – Vacation

Q – What is the new vacation schedule?

A – The new vacation schedule is:

Years of Gore Service	Current*	New – 2019*
0 - 4	2 weeks (80 hours)	3 weeks (120 hours)
5 - 9	3 weeks (120 hours)	4 weeks (160 hours)
10 - 19	4 weeks (160 hours)	5 weeks (200 hours)
20 or more	5 weeks (200 hours)	5 weeks (200 hours)

*Vacation is prorated for Associates scheduled to work under 40 hours per week.

Q – When is the new vacation schedule taking effect?

A – The new vacation schedule takes effect on January 1, 2019.

Q – Why is Gore moving to a calendar year vacation schedule?

A – The decision to move to a calendar year vacation schedule was to simplify how vacation works for our Associates. This change to a calendar year is also consistent with all other benefits offered to Associates.

Q – Will my vacation hours increase?

A – Vacation hours may increase if your Gore years of service fall in the 0 to 19 year range. For Associates with 20 years or more of Gore service, the vacation benefit will remain at 200 hours provided annually on January 1. To find out your Gore years of service, you may contact HR Services at 1-877-942-7547 or create an “Ask HR Source Case” on the Gore Intranet.

If an Associate received a vacation benefit at hire that is greater than the Gore schedule based on their prior work experience, their vacation will not increase until their Gore years of service reach either the 5 or 10 year milestone. An Associate already at the maximum of 5 weeks will not receive additional vacation.

Q – How many hours of vacation will I receive in 2019?

A – Use the above chart to determine how many hours of vacation you will receive in 2019. Identify your Gore years of service in 2019 and your new annual vacation benefit is listed in the “New – 2019 column.”

Q – Are my 2018 vacation hours changing?

A – No, the amount of vacation you will receive on your anniversary date in 2018 is not changing. You will receive vacation hours in accordance to the current vacation schedule.

Q - What is the impact to my 2018 vacation hours transitioning to the new vacation schedule for 2019?

A - There will be no impact to your 2018 vacation hours. For 2019, vacation hours will be prorated to adjust Associates to the calendar year schedule. Since you have already received your vacation hours in 2018 up to your 2019 anniversary date, you will receive a prorated portion of vacation hours from your 2019 anniversary date through December 31, 2019.

Effective January 1, 2020, you will be fully transitioned to the calendar year cycle and will receive the full vacation hours for the year.

A few examples of how vacation hours will be prorated in 2019:

My Gore Anniversary Date:		2019 Vacation 120 hours	2019 Vacation 160 hours	2019 Vacation 200 hours
March 15	Hours received on January 1, 2019:	96 hours	128 hours	160 hours
July 15		56 hours	75 hours	93 hours
October 15		26 hours	34 hours	43 hours

Tool Available! You may utilize the vacation calculator located on the Gore Intranet / Human Resources / U.S. HR Information / Benefits page to calculate how many vacation hours you will receive on January 1, 2019.

Q – How many hours of vacation will I be able to roll over from 2018 into 2019?

A – The vacation roll over provisions will not change in 2018 or 2019. You can continue to have up to two times your annual vacation allowance without losing vacation hours.

However, beginning with the calendar year transition from December 31, 2020 to January 1, 2021, you will be limited to rolling over two (2) weeks of vacation each year. We are communicating this change as early as possible to provide adequate time for you to use any saved vacation time over the next two years so that you do not lose any vacation time when we transition to the 2 week carry over.

Q – Am I still able to purchase vacation?

A – Yes. Associates will still be eligible to purchase up to 5 days of vacation during Annual Enrollment, for use in the following calendar year.

Q – Is the policy around the use of vacation time changing?

A – No, vacation time must still be coordinated and approved in advance through leadership. The requirement for advanced planning and approval may vary from area to area based on business needs. Please follow your established processes for team members to request time off, and adjust as needed.

Q – Which time off enhancements apply to longer-tenured Associates?

A – We recognize the significant contributions of our longer-tenured Associates. While the awarding of 5 weeks of core vacation is not changing for our longer-tenured Associates, these Associates may take advantage of other paid time off changes, including the additional holiday and leave programs.

Q – Who may I contact for more information?

A – Please call HR Services at 1-877-942-7547 or create an “Ask HR Source Case” on the Gore Intranet asking for HR consultation.

Frequently Asked Questions – Parental & Caregiver Leaves**Q – What is Parental Leave?**

A – Parental Leave provides up to 6 weeks of paid leave for an Associate to bond with a new child joining the family through birth, adoption or foster care placement on January 1, 2019 or after. Associates working 20 or more hours per week are eligible for Parental Leave. Contact Unum for guidance around specific circumstances.

Q – If both parents work at Gore, are they eligible for Parental Leave?

A – Yes, both parents are eligible for the full Parental Leave benefit.

Q – What is Caregiver Leave?

A – Caregiver Leave provides up to 4 weeks of paid leave for an Associate to care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner) or to bond with a new child joining the family through birth, adoption, or foster care placement on January 1, 2019 or after. Associates working 20 or more hours per week with at least 90 days of service are eligible for Caregiver Leave. Contact Unum for guidance around specific circumstances.

Q – How do I initiate a Parental and/or Caregiver Leave?

A – Inform your leader as soon as feasible for business planning, and then contact Unum (800-532-9590) and HR Services when you anticipate needing time off from work to bond with a new child joining the family through birth, adoption or foster care placement, or to care for a family member with a serious health condition.

Q – How will I be paid while on Parental and/or Caregiver Leave?

A – You will be paid 100% of your base pay via the normal payroll process.

Q – When do I use my Sick time vs. Caregiver Leave?

A – Sick time may be used for all uses provided under applicable law for yourself and eligible family members including, but not limited to acute illnesses, doctor appointments and wellness checks. Caregiver Leave may be taken to care for a seriously ill family member or to bond with a new child. This leave must be taken consecutively for up to 4 weeks and is limited to one event per calendar year. Caregiver Leave is administered by Unum.

Q – How do Parental Leave, Caregiver Leave, Short Term Disability and federal/state leaves work together?

A – Gore leave benefits will run concurrently with any relevant federal and/or state leave programs for a maximum of 100% pay from all sources. Unum will coordinate across programs and inform you of which leave benefits you are eligible. The following are examples of how our leave programs will work together:

Example 1: An Associate giving birth may receive up to 6-8 weeks of Short Term Disability for medical recovery from childbirth, 6 weeks of Parental Leave and 4 weeks of Caregiver Leave (16-18 weeks total).

Example 2: An Associate adopting a child may receive up to 6 weeks of Parental Leave and 4 weeks of Caregiver Leave (10 weeks total).

Example 3: An Associate needing to care for a seriously ill parent may receive up to 4 weeks of Caregiver Leave (4 weeks total).

Q – Can I take Parental and/or Caregiver Leave intermittently?

A – No, paid Parental and Caregiver Leaves through Gore must be taken consecutively in full day increments.

Q – I had a baby in 2018. Am I eligible for the new Parental and/or Caregiver Leaves?

A – No, the updated Parental and Caregiver Leave programs are effective for events taking place on or after January 1, 2019. Events prior to this date are not eligible.

Q – Where can I find plan information on Gore’s leave programs?

A – Information on Gore’s current leave programs can be found by going to the Intranet Home / Human Resources / U.S. HR Information / Policies & Practices. Information for 2019 plans will be available on the Intranet in December.

Q – As a Leader, how will I know if Associates on my team are on approved Parental and/or Caregiver Leave?

A – Associates should first contact their leader when a need for one of these leave types is identified. You may request updates on individual leave dates through HR Services at 1-877-942-7547 or by creating an “Ask HR Source Case” on the Gore intranet.

Q – What if I need to pursue a leave of absence prior to January 1, 2019?

A – The updated Parental and Caregiver Leave programs are effective for events taking place on or after January 1, 2019. Associates experiencing events prior to this date are encouraged to leverage Gore’s current time off benefits. Leaves crossing both calendar years will be maintained under the 2018 policies. Please visit the Intranet for information on current offerings: Intranet Home / Human Resources / U.S. HR Information / Policies & Practices.