



*Family Of Companies: Artistree Landscape Maintenance & Design; Big Tree Inc.;
CLA Landscaping Installation & Maintenance and DS Landscape & Maintenance*

Sunrise Landscape Time Off Programs (2025)

Administrative, Office & Management Team Members

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Holidays

Sunrise Landscape, and associated family of companies, will provide **9** company-wide holidays in 2025.

These holidays include the following:

Holiday	2025 Date
New Year's Day	Wednesday, January 1, 2025
Martin Luther King Jr. Day	Monday, January 20, 2025
Memorial Day	Monday, May 26, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Thanksgiving Day	Thursday, November 27, 2025
Day After Thanksgiving	Friday, November 28, 2025
Christmas Eve	Wednesday, December 24, 2025
Christmas Day	Thursday, December 25, 2025

Holiday Pay Rules:

1. Employees are eligible for holidays on the first working day of employment.
2. You will receive regular time pay for holidays, and holiday hours will not be considered as time worked for the purpose of calculating overtime pay for those eligible.
3. To be paid for the holiday, you must work the scheduled working day immediately before and after the holiday to be paid for the holiday. Exceptions include approved vacation time or illness with a doctor's note of an excused absence.
4. Additional days that are requested off must be taken as vacation/sick and/or unpaid leave.
5. Should an employee be required to work on a holiday due to a customer need or unforeseen event, this must be pre-approved and established by the senior most leader of that function and/or branch location. If this occurs, the employee will be granted a floating holiday to use within the same calendar year.

Vacation Time

Sunrise Landscape, and associated family of companies, supports a time off benefit for all employees.

The below chart outlines the total number of vacation days by years employed/worked:

# of Years with Company	# of Allocated Vacation Days
0-4 years	15 days
5-10 years	18 days
10-19 years	20 days
20+ years	25 days

Accrual Schedule of Days Off for New Employees in Year 1

Start Date	# of Days Received to Use During Year
Start between January 1-June 30, 2025	15
Start between July 1-September 30, 2025	10
Start October 1, 2025, or after	5

Vacation Pay Rules:

1. For employees employed on January 1, employees will receive vacation days on the first of the year. All other employees will follow the accrual schedule shown above for proration based on hire/start date.
2. Employees are not able to carryover vacation time unless a special exception is granted by a senior management department leader. This will be for extenuating circumstances and only allowed up to 5 carryover days.
3. Unused vacation time will not be paid out at the end of the calendar year.
4. Employees are eligible to use their vacation time after their first 30 days of continuous employment. Should an employee need to utilize time prior to that, management approval should be granted during the offer letter process.
5. Employees who are rehired within 1 year of prior end date will be reinstated at their previous # of years allocation.

6. Employees moving from one 'year band' to the next (example; moving from 4 years of employment to 5 years of employment and moving to 18 vacation days) will receive those at the beginning of the calendar year of their anniversary.
7. Vacation time is not paid out upon resignation, retirement and/or termination of employment.*

**Previous Vacation and/or PTO Payout Rules*

Employees who were employed before December 31, 2024 and in which their associated company provided PTO and/or Vacation Time paid out upon resignation or retirement, will be grandfathered in to the payout program previously established. Employees who have been terminated for willful misconduct, for performance issues (PIP) and/or job abandonment will not receive vacation days paid out.

Sick Time

Sunrise Landscape, and associated family of companies, encourages a healthy workplace and provides sick days for employees to use when needed.

The below chart outlines the total number of sick days provided annually:

# of Years with Company	# of Sick Days
All Years	2 days

Sick Pay Rules:

1. All employees employed on January 1, will receive 2 sick days in their balance.
2. New hire employees will receive 2 sick days upon start date.
3. Employees are not able to carryover sick time at the end of the calendar year.
4. Unused sick time will not be paid out at the end of the calendar year unless required by state law.
5. Employees are eligible to use their sick time after 30 days of employment. Sick time prior to this is considered unpaid.

Bereavement Time

Sunrise Landscape, and associated family of companies, supports employees who need to use bereavement time during the loss of family member, friend or associate.

The below chart outlines the total number of bereavement days annually:

Description	# of Allotted Days
Direct/Immediate Family Members	3 days
Indirect Family/Friends	1 day

Definitions:

1. Direct/Immediate Family Members: include spouse, domestic partner, children, step-children, parents, brother/sister, grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law.
2. Indirect Family/Friends: Aunts, Uncles, Cousins, Friends.

Bereavement Pay Rules:

1. All employees will receive these benefits as needed and immediately upon start date.
2. Bereavement time and/or pay is not carried over and restarts at the beginning of the calendar year.

Paid Parental Leave (NEW PROGRAM FOR 2025!)

Sunrise Landscape, and associated family of companies, is pleased to offer a Paid Parental Leave program for all eligible employees.

The following program is established to support our employees in the need for family leave for the birth of a child and for the bonding of a child (birth, adoptive and/or foster care placement) within the first 12 months.

The below chart outlines the annual benefit:

Description	# of Paid Days
Paid Maternity Leave for Mother's Recovery following the birth of a child.	2 weeks (10 days)
Paid Parental Leave for Bonding (Mothers/Fathers) -Birth -Adoption -Foster Care	2 weeks (10 days)

Eligibility:

1. This program is available to all employees after their 1-year anniversary with the organization and requires the proper Leave of Absence (LOA) forms submitted to the Talent & People Operations Team prior to the leave.
2. If the one-year anniversary occurs during the leave, employees will be granted the benefit at that time.

This program does not replace the Family Medical Leave Act (FMLA) and is used in conjunction with it. For example, in this situation, all full-time employees who have worked with the organization for 1 year and have worked a total of 1,250 hours prior to the start of the leave, are eligible for FMLA. This grants an employee up to 12 weeks of unpaid leave. Sunrise Landscape will allow the employee to supplement some of those weeks with PAID LEAVE as outlined above.

Specific inquiries and how to utilize the program may be directed to the Talent & People Operations Team members assigned to each branch and/or department.