



Bel Fuse

Paid Time Off Benefits

Vacation Benefits

Bel provides paid vacation time to eligible associates to support rest, relaxation, and personal pursuits.

Associates begin earning vacation time once they enter an eligible employment classification. Regular full-time associates begin accruing vacation on their first day of employment. Associates who begin as part-time or temporary employees and later move into a full-time role begin accruing vacation on the first day they work as a full-time associate.

Vacation time may not be used until a one-time waiting period of 180 calendar days has been completed. After that waiting period, associates may request use of earned vacation time, including any time accrued during the waiting period.

Eligible Associates

Regular full-time associates are eligible to earn and use vacation benefits under this policy.

Vacation Accrual Schedule

Full-Time Service Completed	Annual Vacation Accrual
Less than 4 years	13 days
4 years	14 days
5 years	15 days
6 years	16 days
7 years	17 days
8 years	18 days
9 years	19 days
10 or more years	20 days

Additional Vacation Provisions

- Vacation accrual is allocated on an hourly basis.
- Eligible service is calculated based on a benefit year, defined as the 12-month period beginning when the associate starts earning vacation time.
- A benefit year may be extended for any significant leave of absence.

- Bel may require up to five vacation days per year to be used for scheduled facility closures, generally with at least 30 days' notice.
- Vacation may be taken in minimum increments of one-half day.
- Vacation requests must be approved by the associate's department manager or supervisor at least 48 hours in advance.
- Requests are reviewed based on business needs and staffing requirements.
- Vacation does not accrue during unpaid leave of absence, layoff, extended sick leave, or disability.
- Vacation pay is calculated at the associate's straight-time pay rate at the time vacation is taken.
- Upon termination of employment for any reason, associates will be paid for all accrued but unused vacation time.

Vacation Accrual Cap

If an associate's unused vacation balance reaches a cap equal to one and one-half times the annual vacation amount, additional vacation will stop accruing. Accrual resumes once the available balance falls below the cap.

Holidays

Bel provides holiday time off to eligible associates for the following holidays:

- New Year's Day
- Presidents' Day*
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Holiday Eligibility

Paid holiday time off is available to eligible associates. Regular full-time associates are eligible for this benefit. Non-exempt associates must complete 60 calendar days of service in an eligible employment classification before becoming eligible for holiday pay.

Holiday Pay

Holiday pay is calculated using the associate's straight-time pay rate as of the holiday date, multiplied by the number of hours the associate would otherwise have worked that day.

Conditions for Holiday Pay

To receive holiday pay, associates must work their scheduled workday immediately before and after the holiday, unless a vacation day or personal day was scheduled in advance.

If a recognized holiday occurs during an eligible associate's paid absence, holiday pay will be provided instead of the other paid time off benefit that would otherwise apply.

If an associate is traveling internationally on business during a national holiday, the holiday may be taken at a later date. In that case, the holiday is not paid in addition to regular salary; instead, the associate receives paid time off on another day.

Holidays do not accrue or receive pay during leave of absence, layoff, extended sick leave, or disability.

Paid holiday time is counted as hours worked for the purpose of determining overtime eligibility.

- At certain locations, Christmas Eve is recognized as a holiday and Presidents' Day is treated as a scheduled vacation day.

Sick Leave Benefits

At certain Bel locations, paid sick leave is available to regular full-time associates for temporary absences due to illness or injury. Associates should consult their local Human Resources department to confirm whether this program applies at their location.

Sick Leave Accrual

Eligible associates accrue sick leave at a rate of five days per year. Accrual is prorated weekly or semi-monthly, as applicable.

The sick leave benefit year is the 12-month period beginning July 1 of each year. For new associates, the first benefit year is prorated based on the date they become eligible.

Use of Sick Leave

Associates who exhaust their available sick leave may use accrued vacation benefits or personal days, if available.

Non-exempt associates must complete a 60-calendar-day waiting period before requesting paid sick leave.

Paid sick leave may be taken in minimum increments of one-half day.

Eligible associates may use sick leave for the following purposes:

- Their own illness or injury

- Care of a family member with a serious health condition
- Bonding with a newborn child
- Funeral attendance not otherwise covered by the bereavement leave policy

Associates should consult the applicable state supplement to the handbook for additional information.

Notice and Documentation Requirements

Associates who are unable to report to work due to illness or injury must notify their direct supervisor before the scheduled start of the workday. The supervisor must also be contacted on each additional day of absence.

If an associate is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided. The statement must verify the reason for the absence, the beginning date, and the expected ending date. Similar verification may also be required for other sick leave absences.

Sick Leave Pay and Limitations

Sick leave benefits are paid at the associate's straight-time pay rate at the time of absence.

As a condition of eligibility, an associate on extended absence must apply for any other available compensation or benefits, such as vacation pay or workers' compensation, where applicable.

Sick leave benefits may supplement payments received through state disability insurance, workers' compensation, or Bel-provided disability insurance. Combined payments from these sources may not exceed the associate's normal weekly earnings.

Sick leave does not accrue during leave of absence, layoff, extended sick leave, or disability.

Unused Sick Leave

Unused sick leave may accumulate until the end of June of each benefit year.

Unused sick leave remaining at the end of the benefit year will be paid to associates while they are still employed. However, no payment for unused sick leave is made upon termination of employment.

Extended Sick Leave

A 10-day waiting period must be satisfied before an associate may request supplemental benefits under the extended sick leave policy due to illness or injury.

During this waiting period:

- All available sick days, vacation days, and/or personal days must be used.
- If paid time off is insufficient, the remaining days will be unpaid until the waiting period ends.

An application for extended sick leave, including eligibility terms and conditions, may be obtained from Human Resources at the time of illness.

Conditions of Extended Sick Leave

- The extended sick leave benefit is less than the associate's regular base pay rate.
 - Combined with paid sick leave and the five-day vacation and/or unpaid leave period, benefits may not exceed 90 days in any 12-month period.
 - Payment requires an initial doctor's certificate and updated certificates at least every 15 days.
 - No accrual of vacation, holidays, personal days, or sick leave occurs while the associate is receiving extended sick leave supplemental benefits.
 - Total payments from all available sources, including Bel, workers' compensation, and state disability, may not exceed 75% of the associate's base salary.
 - Bel's extended sick leave benefit will be reduced if the associate does not apply for other insurance or state benefits for which they may be eligible.
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Personal Days

In addition to vacation benefits, sick leave benefits, and recognized holidays, eligible associates receive three personal days each calendar year.

Non-exempt associates must complete 60 calendar days of service as a regular full-time associate before becoming eligible.

Permitted Uses of Personal Days

Personal days may be used for:

- Inclement weather
- Religious observance
- Personal emergencies
- Bereavement leave not otherwise covered

Except in cases of inclement weather or personal emergency, personal days must be scheduled in advance and approved by the associate's supervisor.

Personal Day Pay and Usage Rules

Personal days are paid at the associate's straight-time pay rate.

Personal days are not considered hours worked for overtime calculation purposes.

In the event of a personal emergency, the associate must notify their direct supervisor before the start of the workday or, if already at work, before leaving the worksite.

Personal days may be taken in increments of one-half day.

For new associates, the first year's personal day benefit is prorated based on the date of eligibility. The three personal days per calendar year accrue on a prorated weekly or semi-monthly basis, as applicable.

Unused personal days may not be carried over into another calendar period.

Except where prohibited by law, unused personal days are not paid out upon termination of employment.