



## **BACKGROUND**

Owens Corning (the "Company") has established the Owens Corning Vacation Policy for United States Salaried Employees (the "Policy") to allow the Company to provide full-time United States salaried employees with annual vacation time. Each subsidiary and affiliate of Owens Corning is deemed to have adopted the Policy.

The number of days of vacation you receive under the Policy is determined by your professional tenure. In general, your professional tenure represents the length of time, whether with Owens Corning or prior employers, that you have accumulated in your career. A "vacation" is defined as a leave of absence for which you are paid by the Company on the basis of your monthly salary at the time. Your regular employee benefits provided by the Company remain in effect when you are using vacation time.

## **POLICY**

Each full-time United States salaried employee of the Company shall begin participating in this Policy on his or her date of hire. Eligibility for vacation benefits is determined as follows:

### **Less than one year of professional tenure**

If you are hired prior to July 1, and you have less than one year of professional tenure, you will be eligible for 10 days of vacation that can be taken evenly through the remainder of the calendar year you were hired. You must use this vacation before the end of the calendar year.

If you are hired on or after July 1, and you have less than one year of professional tenure, you will be eligible for five days of vacation that can be taken evenly through the remainder of the calendar year you were hired. You must use this vacation before the end of the calendar year.

### **One to ten years of professional tenure**

In the years you complete one to ten years of professional tenure, you are eligible for up to 15 days of vacation annually in which 50 percent is available on January 1 and the remaining 50 percent on July 1.

### **Eleven to nineteen years of professional tenure**

In the years you complete eleven to nineteen years of professional tenure, you are eligible for up to 20 days of vacation annually in which 50 percent is available on January 1 and the remaining percent on July 1.

### **Twenty or more years of professional tenure**

In the years you complete twenty or more years of professional tenure, you are eligible for up to 25 days of vacation annually in which 50 percent is available on January 1 and the remaining percent on July 1.



If you are hired prior to July 1, you will receive a prorated portion of your vacation benefits based on your professional tenure. If you are hired after July 1, you will be eligible for one-half of your vacation benefits based on your professional tenure. Then on January 1 of the next calendar year, you will be eligible for vacation benefits based on your professional tenure as outlined above.

If you want to take more than one week of vacation at a time or want to take additional vacation earlier than earned, you must submit a request to your leader. The leader, at his/her discretion, may grant or deny these requests based on business needs.

### **Professional Tenure**

Professional tenure starts with your first full-time job as you pursue your career. For a job to be considered as professional tenure, the job must be related to your current field whether that job was with a for-profit, not-for-profit or governmental organization.

Military service also counts toward professional tenure.

Employment unrelated to your current field do not count toward professional tenure for purposes of this policy. Summer jobs, internships, and temporary or part-time jobs are also excluded. In addition, extended time away from the job market and continuing education does not count toward professional tenure.

For professional tenure to count toward vacation days, it must be included in your Employee Profile in Talent Center and approved by your leader.

### **Limitations**

If you do not use your vacation benefits during the current year, you are not entitled to extra compensation for vacation time not taken. Vacation benefits cannot be carried over from one calendar year to the next calendar year.

### **Treatment of Retiring/Terminating Employees**

You will forfeit and not receive payment for any unused vacation days remaining at the time of separation from the Company for any reason, including retirement, unless state law requires otherwise.

Vacation is intended to provide rest and relaxation for actively working employees. It is not intended to provide an extension of pay at the time of termination or retirement.

Leaders are to not approve vacation to extend an employee's termination or retirement date.



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**Enforcement, Amendment or Termination of Policy**

As in the past, the Company reserves the right to unilaterally amend, modify or terminate this Policy at any time, and for any reason. You will be informed of any changes to the Policy, and the effect of such changes on your eligibility for benefits hereunder. This Policy supersedes all corporate plans, policies, or practices regarding vacation benefits for full-time United States salaried employees of the Company.

This Policy applies only to full-time United States salaried employees of the Company. This policy will be enforced consistent with applicable state and federal law.

Policy Expert:           Benefits Team  
Revised:                 January 1, 2024  
Approved by:           Allison Anderson, Director Benefits