

Win-River Resort & Casino
Team Member Handbook
Section Six: Benefits

6.2 Paid Holiday Benefit

POLICY

The Resort & Casino recognizes the following days as paid holidays for regular status team members:

New Year's Day	Martin Luther King, Jr. Day
Memorial Day	Team Member Appreciation Day
Independence Day	Labor Day
Native American Day (4th Friday in September)	Veterans Day
Thanksgiving Day	Friday after Thanksgiving Day
Christmas Eve	Christmas Day
Team Member's Birthday	

Team members are eligible for holiday pay on their first day of employment. Holiday pay is compensated at straight time rates of pay as follows:

Classification	Paid Holiday Hours
Regular Status Full-time	Eight (8) hours pay
Regular Status Part-time	Four (4) hours pay

PROCEDURE

1. Team members are scheduled to work on holidays at the discretion of management.
2. Team members who are on an approved leave of absence, including Family and Medical Leave, or who are not working due to an on-the-job injury or illness which has been accepted as a claim by the applicable workers' compensation carrier, will not receive holiday pay.
3. Team members who are on a suspension at the time of a holiday will not receive holiday pay.
4. Team members whom are invited to a guest-service recognition event will be paid in accordance with this policy if they choose to attend.

Substitution of Paid Leave

Pay provided through this benefit may not be used concurrently with other paid leaves provided by the Resort & Casino, such as vacation and sick leave.

Win-River Resort & Casino
Team Member Handbook
Section Six: Benefits

6.1 Vacation Benefit

POLICY

Regular Full-Time Team Members:

Full-time team members accrue and are eligible to use vacation hours from the first day of employment. The Resort & Casino allows team members to take vacation when requested, while taking into consideration the needs of the business and departments. Vacation is accrued based upon the length of continuous employment with the Resort & Casino. Vacation hours accrue per pay period, up to the amounts as follows:

Length of Employment	Annual Vacation Hours Earned
First day of employment	Forty (40) hours
After one (1) continuous year of employment	Forty (40) hours per year
After three (3) continuous years of employment	One hundred twenty (120) hours per year
After seven (7) continuous years of employment	One hundred sixty (160) hours per year
After ten (10) continuous years of employment	Two hundred (200) hours per year

Regular Part-Time Team Members:

Part-time team members accrue and are eligible to use vacation hours from the first day of employment. Part-time team members accrue up to a maximum of thirty (30) hours. The Resort & Casino allows team members to take vacation when requested, while taking into consideration the needs of the business and departments. Hours may be carried over to the following year, however, may not exceed the maximum amount of thirty (30) hours.

PROCEDURE

1. Vacation time is designed to allow an opportunity for team members to take paid time-off away from work. As such, this policy is specifically designed to encourage team members to take advantage of paid time-off, and these hours should be used primarily for these purposes.
2. Non-exempt team members who have available vacation must submit a written Leave Time Request Form specifying the time requested off at least two weeks in advance. The department manager may approve vacation scheduling, and may also approve cashouts as prescribed in this policy. If multiple team members request the same time off, approval is at the discretion of the department manager.
3. Based on the needs of the Resort & Casino and special events, some time periods may be blocked out by department managers as unavailable.

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Team Member Handbook
Section Six: Benefits

6.4 Paid Bereavement Leave

POLICY

The Resort & Casino recognizes the deep impact that a death can have on a team member and their family. Paid bereavement leave provides regular status team members with paid time off to be with family, to attend the funeral, or to make funeral arrangements, in accordance with the following amounts:

Death of an Immediate Family Member	
Classification	Amount
Full-time team members	Forty (40) hours
Part-time team members	Twenty-four (24) hours

For purposes of this benefit, the term “immediate family member” is defined as a team member’s:

- Spouse, domestic partner, parents, step-parents, siblings, step-siblings, children, step-children, grandparents, and grandchildren. This definition includes a team member’s eligible family member whether related by blood or adoption

Death of an Extended Family Member	
Classification	Amount
Full-time team members	Twenty-four (24) hours
Part-time team members	Twelve (12) hours

For purposes of this benefit, the term “extended family member” is defined as a team member’s

- Father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, nephew, or niece. This definition includes a team member’s eligible family member whether related by blood, adoption, or marriage

The Resort & Casino reserves the right to request proof of need for leave when necessary. The Team Member Relations Division will be responsible for answering questions and resolving issues related to this policy on a case-by-case basis to ensure unique circumstances are appropriately considered.

Passing of Redding Rancheria Tribal Members

The Redding Rancheria Tribe customarily closes certain government operations for a day in the event of the passing of a Redding Rancheria tribal member. In these cases, a Redding Rancheria tribal member employed by the Resort & Casino will be granted that day off with pay for any hours he/she was scheduled to work.