



Date: November 27<sup>th</sup>, 2018  
Subject: Amendment to Company Driver Vacation Pay  
From: Human Resources  
Effective: January 1<sup>st</sup>, 2019

- Vacation Pay:
  - Vacation pay will no longer be capped at a \$500.00 per week maximum.
  - Vacation pay is calculated by taking an average of the previous 52-weeks of base pay from time of payment.
  - For salaried Drivers, vacation week payment is based on salary amount.