



EARNED TIME ADDITIONAL ROLLOVER REQUEST

Team Member Name: _____ Date: _____

Gorman & Company’s current Earned Time policy is to allow a carry over of hours at the end of the year as follows:

Full-Time Employment of less than 5 years: 120 hours

Full-Time Employment of 5 or more years: 280 hours

Although Gorman & Company strongly encourages team members to take time off from work, we realize that underlying circumstances may prevent this. To accommodate team members and the business interests of Gorman, we have made the following option available for those team members in jeopardy of losing hours.

- A team member may carry over up to an additional 40 hours of Earned Time to the next year.
- Reasonable justification must be presented to allow this carry over.
- The additional hours carried over MUST be used within 90 days of the carry over (by March 31st).
- The request must be approved by the team member’s supervisor.

I understand the policy as stated above and wish to carry over an additional _____ hours at the end of this year.

Team Member Signature: _____ Date: _____

Team Member Printed Name: _____

Signature of Supervisor: _____ Date: _____

After this request is approved please forward to Human Resources at humanresources@gormanusa.com.