

## **Long-Term Employee Recognition Policy**

### **3.15 Long-Term Employee Recognition**

All employees who complete seven years of continuous employment with the Firm (“eligible employees”) shall receive the following benefit in recognition of their service to the Firm:

One week of paid bonus vacation will be granted, in addition to vacation benefits otherwise earned, during the anniversary year immediately following the completion of seven years of continuous service. In addition, eligible employees shall receive the sum of \$1,000, less applicable tax withholding, on the pay day immediately preceding the use of the bonus vacation week (the “seven year benefit”).

Employees will be credited for their years of continuous service prior to January 1, 1996; provided, however, that employees who have completed more than fourteen years of continuous employment prior to January 1, 1996, will receive the following alternative benefit in their present anniversary year:

One week of paid bonus vacation will be granted, in addition to vacation benefits otherwise earned, during the employee’s present anniversary year. In addition, eligible employees shall receive the sum of \$2,000, less applicable tax withholding, on the pay day immediately preceding the use of the bonus vacation week (the “alternative benefit”).

An employee who has completed more than seven, but less than fourteen years of continuous service prior to January 1, 1996, may elect to take the seven year benefit in the employee’s present anniversary year, or take the alternative benefit when the employee has completed fourteen years of continuous service. Employees who have not completed seven years of continuous service prior to January 1, 1996, are not eligible to receive the alternative benefit.

Beginning in the anniversary year that any employee receives the benefit (or the alternative benefits, as applicable) described in this policy, that employee’s years of continuous service will begin to accrue again for the purpose of receiving subsequent benefits under this policy. As used in this policy, the term “continuous service” means that an employee has remained on the Firm’s payroll without a break in service. A leave of absence taken under state or federal law shall not be deemed a break in service under this policy.

This policy does not apply to attorneys or to the Firm’s Office Administrator. The Office Administrator must approve the scheduling of the bonus vacation week. This policy may be revoked or altered at any time by the Firm. Upon termination of employment, there will be no payment for unused benefits under this policy.