

**THE INFORMATION BELOW SUPPLEMENTS THE NATIONAL POLICIES CONTAINED IN  
THE EMPLOYEE HANDBOOK FOR EMPLOYEES WHO WORK IN THE RELEVANT STATES**

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## **MONTANA SUPPLEMENT**

### **I. PROBATIONARY PERIOD**

This policy supersedes the Introductory Period policy for Montana employees.

Employment is on a trial or introductory basis for the first 12 months of employment. This period gives employees an opportunity to learn the business, their job duties and responsibilities. During this introductory period, the Company will have an opportunity to observe and evaluate the employee and the employee can become familiar with their position and work environment. The introductory period may be extended for up to 6 months as determined in the Company's sole discretion.

### **II. PAYMENT OF WAGES UPON SEPARATION**

As allowed by Mont. Code Ann. §39-3-205, employees who are separated for cause or laid off from employment will not be paid their final paycheck immediately. Rather, the employee's final paycheck will be paid by the next regular payday or within 15 days from separation, whichever occurs first. Employees who resign from employment will also be paid by the next regular payday or within 15 days from separation, whichever occurs first.

### **III. PAID VACATION TIME (ADDENDUM TO VACATION POLICY)**

The Company provides eligible employees with vacation. Despite any general Manual policy to the contrary, all accrued, unused vacation may be carried over from year to year, but an employee may only accrue up to a maximum of the then-applicable annual accrual. Once an employee reaches this overall accrual cap, no additional time will be accrued until an employee uses some of the already accrued time at which point accrual will continue subject to the annual accrual maximum and overall accrual cap. Accrued, unused vacation will be paid upon separation of employment.