

# PAID TIME OFF / VACATION

OMNICOM  
PAID TIME OFF /  
VACATION  
  
UPDATED NOV. 2025  
  
CONFIDENTIAL —  
NOT FOR EXTERNAL  
DISTRIBUTION

## VACATION ACCRUAL

Our vacation year runs from January 1 to December 31. Accrued vacation days must be used in the year they are granted, otherwise they are forfeited.

Vacation is based on years of service, as set forth in the schedule specified below.

Years of Service	Annual Vacation Allotment	Accrual Rate
Less than 2 years	10 days/80 hours per calendar year	6.67 hours accrued at the beginning of each month
2-9 years	15 days/120 hours per calendar year	10 hours accrued at the beginning of each month following your 2nd anniversary
10+ years	20 days/160 hours per calendar year	13.34 hours accrued at the beginning of each month following your 10th anniversary

Please note: Regular full-time California employees will be covered under a separate vacation policy. More details on this are covered in the Employee Handbook.

## SICK AND PERSONAL TIME

The Company provides 80 hours (10 days) of sick/personal time per calendar year for regular, full-time and regular, part-time employees.

For more information on covered reasons, usage procedures, carryover and payout policies, please refer to the Employee Handbook.