



Compressed Work Schedule Policy

(4/10's Workweek)

Purpose:

This policy outlines the expectations for employees participating in an optional 4-day, 10-hour work schedule. This schedule aims to enhance work-life balance for crews while ensuring that all client commitments and operational requirements are met efficiently and effectively within each work week.

Scope and Eligibility:

This policy applies to all eligible crew members who are approved to operate on a 4/10 work schedule. Eligibility is determined by management based on numerous criteria including but not limited to operational and client needs, crew structure and employee performance.

This schedule for each crew must be approved by management and may be denied, revoked or changed in any way at any time in the sole discretion of management. There is no guarantee that an individual or crew will be approved for this schedule on an initial or continual basis.

Adherence to this work schedule policy is mandatory for all approved crews and related members. Failure to comply with this policy, including requirements for flexibility and make-up days, changing schedules due to operational needs, or abuse of the policy as determined by management may result in termination of participation in this work schedule for any individual employee and /or the crew in total.

Standard 4/10 Work Schedule Definition

Under the 4/10 schedule, eligible employees will typically work four (4) days per work week, with each scheduled workday consisting of ten (10) hours, totaling forty (40) scheduled hours per week. The workweek is defined as Monday through Friday and there is no guarantee of the four specific days that will be scheduled as workdays.

Operational Flexibility and Exceptions

Due to the nature of commercial landscape maintenance, including dependencies on weather conditions, project deadlines, and unforeseen operational demands such as staffing or unique client needs, the 4/10 schedule requires significant flexibility and responsibility:

- **Weekly Workload Completion:** All scheduled work and client commitments for the week must be completed within that week.
- **Mandatory Make-Up Days:** In the event of unforeseen circumstances such as, but not limited to, adverse weather (e.g., rain, snow, extreme heat), equipment breakdowns, or urgent project requirements, employees may be required to work on their "scheduled day off" or on Saturdays to complete the week's assignments.
- **Scheduling changes:** when short-term operational circumstances arise such as short-staffing, weeks that include holiday or weather-related workday cancellations, or similar unforeseen items, management may need to adjust days and/or crews to accomplish required and scheduled tasks. This may involve non-standard work schedules across all crews whether participating in this program or not.
- **Notification of Changes:** Employees will be notified as soon as reasonably possible of any mandatory schedule changes or requirements to work on a day typically scheduled off.

Scheduled Day Off vs Guaranteed Time Off

While the scheduled day off for crews operating on a 4/10 work schedule is typically Friday, events such as weather may require crews to work on their regularly scheduled day off. If an employee requires that day off, it is recommended they formally designate that as a requested and approved day off.

Distinction between "Scheduled Day Off" and "Guaranteed Day Off":

- A "scheduled day off" under the 4/10 policy is conditional and may be converted into a workday as needed to complete the week's tasks.
- A "guaranteed day off" is a day the employee is explicitly excused from work, regardless of operational needs (e.g., vacation, personal day, sick day).

Formal Request Required for Guaranteed Days Off: If an employee desires a guaranteed day off (meaning they will not be available to work on a typical *scheduled day off*, even if operational demands arise), it should be formally requested and approved in advance through the company's standard time-off request procedure. This includes instances where an employee anticipates that their *scheduled day off* might be needed for make-up work, but they wish to be absent. In the event a scheduled day off is converted to a mandatory workday, employees that cannot work and have not previously requested and received approval for guaranteed time off will not be allowed to utilize paid time off hours for that workweek.

Advance Notice: All requests for guaranteed time off must be submitted with sufficient advance notice as per the company's general time off policy to allow for proper planning and coverage. If it is felt that an employee is abusing this (*i.e. requesting every single Friday off for the year*) all requests may be denied and participation in this work schedule may be terminated.

Communication

All schedule changes, mandatory make-up days, or policy updates will be communicated as promptly as possible from Management. Employees are responsible for checking these channels regularly.

Policy Review:

This policy is always in place at the sole discretion of management and may be modified or terminated at any time, with appropriate notice to employees.

*Policy Effective Date(s):

7/1/2025