

**REQUEST TO PURCHASE VACATION**  
**GrafTech International Holdings Inc. (including its affiliates and subsidiaries)**

The Vacation Purchase Program is a supplemental vacation benefit under the GrafTech Section 125 Cafeteria Program designed to provide, if elected by the employee and approved by management, additional vacation hours to employees' earned vacation allotment.

PLEASE PRINT CLEARLY and complete all information above the line.

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

ADP Company Code \_\_\_\_\_  
 3-digit alpha-numeric "CO." from upper left of check stub

File Number \_\_\_\_\_  
 6-digit "FILE" # from upper left of check stub

Location Name \_\_\_\_\_  
 Sample Check Stub:

Clock (Location) Number \_\_\_\_\_  
 4-digit "CLOCK" # from upper left of check stub

CO.	FILE	DEPT.	CLOCK
KAB	000001	310941	0742

Number of Purchased Vacation Hours Requested \_\_\_\_\_  
 A minimum of 8 and a maximum of 40 hours

REQUEST TO PURCHASE VACATION FORM FOR VACATION CALENDAR YEAR \_\_\_\_\_

I fully understand and accept the terms and conditions of the Vacation Purchase Program, as indicated by my signature below.

- Purchased vacation is a non-revocable benefit and will remain in effect for the entire elected year, January 1 through December 31, unless you have a qualifying change in status.
- Purchased vacation hours must be used by the end of the calendar year or forfeited. (Unlike other Section 125 benefits, you will not have a grace period for using purchased vacation hours. Subject to written agreement.
- Purchased vacation hours are pre-taxed payroll deductions taken equally from your payroll checks throughout the year.
- If on unpaid leave, missed deductions will be collected upon return to work.
- I fully understand that if I terminate my employment with GrafTech International Holdings Inc., including its affiliates and subsidiaries ("the Company"), prior to the end of the calendar year any Purchased Vacation hours unused at the time of termination will be cashed-out and distributed on my final paycheck.
- Should my employment with the Company terminate (whether voluntarily or involuntarily) prior to the end of the calendar year, and to the extent permitted by applicable law, I hereby authorize the Company to deduct wages from my final paycheck as reimbursement for any unearned vacation time taken during the calendar year.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Section below is completed by Human Resources:**

Employee's current rate of pay per HOUR	\$ _____
Total cost of purchased vacation	\$ _____
Number of pay dates in the calendar year	_____
Payroll deduction per pay	\$ _____

**HR Contact** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Print and Sign)