

## Vacation Memorandum of Understanding

GrafTech International Holdings Inc.

I, \_\_\_\_\_, fully understand and accept the terms and conditions of this Vacation Memorandum of Understanding, as indicated by my signature below.

Therefore, I fully understand that if I terminate my employment with GrafTech International Holdings Inc., including its affiliates and subsidiaries ("the Company"), I will be reimbursed for any accrued and unused vacation hours. Conversely, I fully understand that I will owe back any monies received for vacation hours taken that have yet to be accrued at the time of my termination. Vacation accrual begins after the first full month of employment and will be credited to the end of the most recent completed month of employment. For example, if your employment terminates on September 15<sup>th</sup>, your vacation accrual would be thru the end of August.

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.

For further details about the vacation benefit program, contact your local Human Resources Representative.

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

Employee Name (Printed): \_\_\_\_\_

Human Resources Representative: \_\_\_\_\_

Human Resources Representative (Printed): \_\_\_\_\_