



Anniversary & Service Recognition Policy

Board Approved or PO Policy: People Operations Policy

Revision/Review Date: November 2022

Next Review Date: Annually

Department/Individual Responsible for Maintaining/Updating Policy: People Operations

IncredibleBank values the contributions, knowledge, and experience of long-term employees. In appreciation of employee’s hard work and dedication, IncredibleBank recognizes employees annually and as they reach milestone anniversaries of employment.

Eligibility

This policy applies to all regular full-time and regular part-time employees (.50 and higher FTE) with exception to Executives. Milestone anniversaries must occur between January 1 and December 31 of the subject year and is based on anniversary or service date if rehired. Employees must be in an active status of employment to receive their “Milestone Anniversary” award. If an employee is on FMLA/Leave of Absence status; employee will receive their award upon their return to work.

Anniversary Milestone Recognition Structure:

All eligible employees will receive four (4) additional anniversary days off as well as an anniversary bonus (both prorated base on FTE) at the beginning of the quarter in which their anniversary/service date falls (January, April, July, and October). Anniversary days must be used within ninety (90) days on/around their anniversary/service date and should be prescheduled and approved by manager. Additional anniversary days will not increase your annual PTO allotment. Managers and employees will be informed by People Operations at the beginning of each quarter (January, April, July, and October) they are being granted the 4 additional anniversary days and bonus amount.

5 Years	\$500
10 Years	\$1,000
15 Years	\$1,500
20 Years	\$2,000
25 Years	\$2,500
30 Years	\$3,000
35 Years	\$3,500
40 Years	\$4,000
45 Years	\$4,500



Anniversary Milestone Payouts/Termination:

All accrued Anniversary days must be used within the respective quarter the hours were given and are not eligible for rollover or cash out options. Upon termination employee will forfeit any unpaid and/or unused anniversary benefits as they are not eligible to be paid out. Employees cannot use Anniversary days as part of a 2-week resignation notice to end employment.

Annual Anniversary Dinner Reimbursement:

All eligible employees are to receive a one-time reimbursement of up to \$100 to treat themselves to an Anniversary Dinner each year. Employee's must submit the Anniversary Dinner Reimbursement form with a copy of the receipt within ninety (90) days of their anniversary/service date to People Operations for approval. Once approved; the employee will receive the reimbursement on the next respective payroll.