



**VACATION/FLEX DAY ACKNOWLEDGMENT LETTER**  
**[ELIGIBLE REGULAR FULL-TIME ASSOCIATES]**

I, \_\_\_\_\_,  
(Print name of Associate)

acknowledge and agree that in the event that I am eligible according to Company Policies, and I take vacation or flex days in advance of their accrual, pay for such days is an advance of monies to which I am not otherwise entitled and if I leave the Company before having earned all such vacation or flex days, the Company is authorized to deduct from my final paycheck the amount of such used, but unearned, vacation or flex days.

I also acknowledge that the amount of vacation or flex days to which I am entitled, if any, may increase depending on my tenure with the Company or may decrease as a result of the Company's change or amendment of its policies, and that any such change in the total amount of vacation or flex days to which I am entitled, if any, does not impact my foregoing agreement regarding deductions. Nor does the instant agreement and acknowledgement constitute an agreement by the Company to continue to provide vacation or flex days at the current accrual rate, if at all, or to continue to permit me or other Cable One associates to take vacation or flex days in advance of their accrual.

Rather, as with all other Company policies, the Company reserves the right to change or amend its policies at any time, including, but not limited to, its policies regarding the accrual of vacation or flex days and the advance of such days.

**ASSOCIATE'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ASSOCIATE'S NAME:** \_\_\_\_\_  
(PRINTED)

**MANAGER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SYSTEM (LOCATION) NAME:** \_\_\_\_\_