

Interim Trip & Turn-Around Policy



Purpose

C&C Wind Energy Services understand that working away from home for long periods of time places additional stress on the individual and his / her relationships. The intent of this policy is to outline the standards in which an employee will be granted time away from assignment to rest, attend to family, and take care of personal business, which is encouraged by C&C Wind Energy Services.

Scope

This policy applies to all employees of C&C Wind Energy Services in the US and in Canada who are assigned to a temporary domestic assignment, away from a home base, which has a scheduled duration greater than 28 calendar days, and when it is *not* possible for the employee to commute home during non-working hours or weekends (if not worked). For domestic locations that are particularly demanding, or require 7 working days per week, management may make exceptions for off-duty time, to be evaluated on a case-by-case basis. Management reserves the right to adjust these parameters as necessary based on customer or contractual requirements.

Definitions

Domestic Assignment – Any temporary work location that a worker is assigned to within Canada, the United States, or Puerto Rico

Eligible Employee – Any person employed directly by C&C Wind Energy Services full time, who is paid on an hourly basis, that travels away from a home base, to a temporary work location such as a project site, Service site, Port, or other lay-down area.

Family – An immediate family member of the employee (parent, spouse, or child) or significant other.

Off-Duty Days – Days off that have been accrued, as outlined in this policy, to be utilized by the eligible employee for the purposes of rest, personal business, or attending to family.

Paid Travel – The direct cost of travel expenses assumed by C&C Wind Energy Services. Mileage reimbursements for using one's personal vehicle to travel back and forth to a temporary work location will be capped at 500 miles / 800 km for one-way Travel. Airline baggage fee reimbursements will be capped at \$50 each way (\$100 per trip) when applicable to resting / leave time.

Policy Statement

It is the goal of C&C Wind Energy Services to provide eligible employees with the opportunity of a leave period at home, approximately every fourth weekend, throughout

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their domestic assignment to a temporary work location, lasting 28 days or longer, or when it is not possible for an eligible employee to commute home during non-working hours, or on weekends. This policy will take effect beginning on the first day that an eligible employee reports for work commencing a domestic assignment to a temporary [work] location (or) after returning from a prior Interim / Turn-around trip.

If an employee is on an assignment that lasts greater than 3 weeks, but less than 28 days, he or she *may* be granted a leave trip home prior to mobilization to another assignment to a temporary work location.

An eligible employee that is assigned consecutively between two or more temporary work locations, away from home-base, and greater than 28 calendar days, may also be granted a leave trip.

An Employee is not obligated to utilize an interim trip during an assignment if he / she does not feel that it is necessary. Forfeiture of interim trips / turn-arounds does not in any way guarantee employees additional time off.

All interim trips / turn-arounds, for the purposes of this policy, are subject to conditions of the domestic work assignment to include:

- The meeting of contractual obligations
- Making up for schedule delays to meet deadlines
- Immigration requirements for travel between countries
- Resource Coverage

Alternative

The event that an eligible employee is on a work assignment which will not accommodate a trip home (or) if the employee chooses to do so;

- One member of the employee's family may travel to the domestic work location as paid travel assumed by C&C Wind Energy Services.
- (Or) The employee may elect to travel to another destination, provided that the costs of travel are reasonably comparable to the assumed travel costs to go home.

Approval

All trips home for leave / resting must be approved by the Site Manager at each work location **and** the direct manager at C&C Wind Energy Services by utilizing the included form titled "C&C Wind Energy Services – Travel Form" (Page 6 of this document). This must be done prior to making any travel arrangements.

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- If an eligible employee is electing to remain at the domestic assignment location, site manager approval and the direct manager at C&C Wind Energy Services are required to make the approval.
- If the eligible employee is deployed to a domestic assignment, where there is no designated Site Manager / Lead Person, then the approval for travel will be made by the direct manager at C&C Wind Energy Services.

Payment In Lieu of Off-Duty Time

C&C Wind Energy Services encourages eligible employees to utilize the interim trip / turn-around to rest and reduce the increased stresses placed upon him / her while traveling away from home. Therefore, cash payments (or other forms of compensation) in lieu of *Paid Travel* will not be authorized by management.

Scheduling

Interim trips / turn-arounds are to be booked at least 10 days in advance when reasonably possible. Management has the authority to make exceptions when conditions of the domestic work assignment prevent early scheduling.

Turn-around cycle begins on the first day that an eligible employee reports to the temporary work location. The employee will then be eligible for a leave trip on the 4th weekend and thereafter. Each additional week where an employee remains at the temporary work location, will be granted an additional day of leave time. This will be capped at 7 weeks, with the allotment of 7 days away from site.

The *typical* interim trip / turn-around cycles will be as follows (Unless pre-approval has been received from C&C Management):

**If you reside within 5 hours of the job site:

	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur
4th Weekend		Off Duty	Off Duty	Off Duty	Off Duty			
5th Weekend		Off Duty	Off Duty	Off Duty	Off Duty	Off Duty		
6th Weekend	Off Duty	Off Duty	Off Duty	Off Duty	Off Duty	Off Duty		
7th Weekend	Off Duty							

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**If you reside greater than 5 hours from the job site:

	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur
4th Weekend	Off Duty	Off Duty	Off Duty	Off Duty	Off Duty			
5th Weekend	Off Duty	Off Duty	Off Duty	Off Duty	Off Duty	Off Duty		
6th Weekend	Off Duty							
7th Weekend	Off Duty							

***Note: Off-duty days are not eligible for time, wages, per diem / LOA disbursements. Exception: The final day of off-duty time, employees are eligible for per diem / LOA disbursements, to allow for adequate accommodations with return to work the following day.

Employee Accrual of Leave Days

If an eligible employee is not granted an interim trip / Turn-around at the 4th weekend interval, the leave days will accrue according to the above table not to exceed 7 days away from site.

C&C Wind Energy Services encourages eligible employees to utilize an interim trip / turn-around to maintain personal relationships and manage stress levels. Therefore, it shall not be authorized for an employee to elect to stay at a domestic work location for 8 weeks or longer with **expectations** of accruing additional days off on the next rotation cycle. Additional days away from site will only be approved if prior arrangements have been made with management.

Any turn-around cycle that falls outside of the above table **must** be pre-approved by the management of C&C, prior to being submitted to the client managers / supervisors for site approval.

Management Responsibilities

The Management of C&C Wind Energy Services will make every reasonable effort to accommodate requests for interim trips / turn-arounds for all eligible employees assigned to a domestic work location or temporary work assignment while meeting the needs of the business.

Management will also ensure that all travel approval forms and arrangements are reviewed in a timely manner and the employee informed of the decisions.

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The management of C&C Wind Energy Services will enforce and / or interpret this policy in a fair and consistent manner.

Employee responsibilities

The Employee shall comply with this policy as it is written. If any exemptions are being requested, it is at the discretion and f the approval of management.

Any additional time away from site that does not fall under the rules of this policy, is considered vacation and must be discussed with, and approved by C&C Management, well in advance so appropriate measures can be taken to ensure site coverage, etc.

Failure to notify C&C management of any changes in days away from site, or changes / delays in travel plans, will result in disciplinary actions up to or including termination.

Traveling away from assignment, or otherwise taking leave days, without the direct approval of C&C management is considered unauthorized leave and will be subject to disciplinary progression, up to and including termination.

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SAMPLE - C&C Wind Energy Services – Travel Form

Employee Name: _____

Purpose of Travel (Circle): [LEAVE] [TRAINING] [INITIAL/FINAL TRAVEL TO/FROM SITE] [MEETING/CONFERENCE] [VACATION]

Transport Mode Requested (Circle): [AIR] [COMPANY VEHICLE] [PERSONAL VEHICLE] [RENTAL CAR]

Ticket Type Requested (circle): [ROUND TRIP] [ONE-WAY] [NOT APPLICABLE]

Departure	From – City / Airport / Site	Arrival	To – City / Airport / Site

Hotel N/A

Location	In Date	Out Date

Rental Car N/A

City/Airport	Pick up Date	Return Date

Employee Comments:

Travel Approval

Site Manager _____ has been notified and agrees with time away from assignment

Site Manager Signature _____ Date _____

C&C Wind Energy Services Approval:

Authorized Manager Signature _____ Date _____

Print Name _____

Travel Denial

Due to the below reason, a leave trip will not be granted at this time.

Site Manager _____ C&C Wind Energy Services _____