



INDEPENDENT STYLIST GRACE FORM

I, the undersigned Independent Stylist of Ruby Ribbon, Inc., hereby request a one month grace absence from my business with Ruby Ribbon pursuant to Section 8.6 of the Ruby Ribbon Policies & Procedures.

Leadership Grace Rules for Paid as Titles One time per calendar year, a Stylist can exercise Grace due to a major life event. Grace enables a Stylist to get paid at the same Leadership title paid at as in the prior month. Grace applies to Leadership bonuses only; if the Stylist does not sell anything in the month when she/he is requesting grace, the bonus on personal sales is \$0. Grace cannot be taken in consecutive months.

Please note that the Grace policy will:

1. Only apply to a Stylist who holds a recognized title of Associate Director or above.
2. Allow you to earn the Leadership bonuses associated with your previous month's Paid-As-Title based on your team's performance. You are exempt from fulfilling your PQV and team qualification requirements this month only and will be paid on how your team performs.
3. Maintain your team during this time, unless you have not qualified as active for three (3) months.

Please share with Ruby Ribbon the reason for your Grace request below:

Name of Stylist

Stylist ID

Signature

Date Signed

This form must be completed and submitted **no later than the 15th of the month** in which grace is requested. No leave request shall be effective without written approval

from Ruby Ribbon. **Ruby Ribbon reserves the right to grant or deny a grace request in its sole discretion.**

After signing and completing this Grace form please forward it to Ruby Ribbon Customer Support in the RUBY > Help Center App.

FOR RUBY RIBBON:

Approved By

Printed Name & Title

Date