

# **ITWorx - Vacation Policy**

## **1. Purpose**

This policy outlines the rules and procedures related to vacation leave for all eligible employees of ITWorx. The goal is to provide employees with adequate time off to rest and recharge while ensuring continuity of business operations.

## **2. Eligibility**

All full-time employees are eligible for paid vacation leave. Part-time, contract, or temporary employees may not be eligible unless otherwise stated in their employment agreement.

## **3. Vacation Accrual**

- Vacation time begins accruing from the employee's start date.
- The standard accrual rate is 1.5 days per month, totaling 18 days per year.
- Employees may carry over up to 5 days of unused vacation to the following year. Any unused vacation beyond this limit will be forfeited unless otherwise approved by management.

## **4. Vacation Request Process**

- Employees must submit vacation requests at least 2 weeks in advance via HR software or email to their supervisor.
- Approval is subject to team needs, workload, and staffing coverage.
- Vacation requests will be handled on a first-come, first-served basis when multiple employees request overlapping time off.

## **5. Blackout Periods**

- Certain periods may be designated as blackout dates due to critical business needs (e.g., end-of-quarter reporting, peak production periods).
- Vacation requests during these times may be restricted.

## **6. Vacation Pay**

- Vacation time is paid at the employee's regular base rate of pay.

- No commissions, bonuses, or overtime pay are included in vacation pay calculations.

## **7. Termination**

- Upon resignation or termination, employees will be compensated for any unused accrued vacation time, subject to applicable laws and deductions.
- Employees who leave before completing 6 months of service may not be entitled to paid vacation.

## **8. Policy Updates**

This policy may be reviewed and updated by HR or management as necessary. Changes will be communicated to all employees in advance.

## **Contact**

For questions or clarifications, employees should contact the HR department at [HR contact info].