



# Vacation Policy



**Notion Tip:** Clearly explaining your vacation policy in writing keeps everyone on the same page. Here are some things you might consider including to make this page comprehensive.

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## Summary

The following policy applies to regular full-time employees. Part-time employees regularly scheduled to work more than twenty (20) hours but less than thirty-six (36) hours per week will be eligible for fifty percent (50%) of the vacation leave benefits available to full-time employees. Part-time employees regularly scheduled to work less than twenty (20) hours per week are not eligible for paid vacation leave. Interns, seasonal, and temporary employees are not eligible for paid vacation leave.

Following six (6) full months of service, full-time employees regularly scheduled to work at least 36 hours per week will begin to accrue vacation days at the rate of 6.67 hours for each fully completed month thereafter. Following five (5) full years of continuous employment, the accrual rate will increase to 10 hours per month. Accruals will be suspended during a leave of absence. You will not be able to use vacation time until it has been accrued. Vacation time must be used in minimum increments of four (4) hours.

Requests for one or more vacation days must be submitted in writing to your direct supervisor with reasonable advance notice. Days can only be taken once the request

has been approved by HR in

writing. If more than one person requests the same vacation day(s), seniority prevails. Summer months are our busy season for most departments. Therefore, employees may be blocked out from vacation time during the summer months (Memorial Day – Labor Day) or other periods depending on the workload in your department. Check with your supervisor or HR prior to submitting paperwork or making any plans.

Employees will be allowed to carry forward accrued unused vacation days at the end of each calendar year. Although you may carry over unused time from year to year, there is a cap on the amount of vacation time you can accumulate. Once you reach your cap, you will not accumulate any more vacation time until you use some of the time in your account and drop below the cap. After your balance goes below the cap, you will begin accruing vacation time again. However, you will not receive retroactive credit for time worked while you were at the cap limit. The vacation accrual is capped at one and one-half times your annual accrual rate.

Employees earn vacation leave based on the following schedules:

Full-Time Employees (regularly scheduled to work at least 36 hours per week):

Part-Time Employees (regularly scheduled to work at least 20 hours per week):




Upon termination, any accrued and unused vacation days will be paid out to the departing employee in weekly installments, after their final paycheck has been issued, provided the employee provides a minimum of 2 weeks' notice upon departure. If the minimum two weeks are not provided, no accrued vacation time will be paid out upon termination. Notwithstanding, employees who are involuntarily terminated by the company, will receive payment of accrued vacation time after their final paycheck has been issued.

This vacation leave policy does not supersede the collective bargaining agreements, as applicable. A copy of the collective bargaining agreement (union contract) that governs your conditions of employment may be obtained through your union representative.

## **Days Off**

Every employee at starts with the standard PTO allowance outlined below.

### **PTO Allowance**

Aa Type	# Days	≡ Notes
 <u>Holidays</u>	8	See list below.
 <u>Sick Days</u>	5	Paid in full.
 <u>Vacation Days</u>	14	Paid in full. Additional days unpaid.
<u>Untitled</u>		
<u>Untitled</u>		

## Holidays

- Presidents Day (3rd Monday of February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Thanksgiving Day (4th Thursday of November)
- Day After Thanksgiving Day (5th Friday of November)
- Christmas Day (December 25th)
- New Years Day (January 1st)

## Vacation accrual



**Notion Tip:** Companies sometimes have a system for accruing time-based on employee tenure. This can be a major source of confusion. A Q&A section is a great solution.

### ▼ Q: Will my unused vacation days carry over to the following year?

A: Unused days *can* be carried over into the following year. While we encourage you to get out of the office and refresh, we won't penalize you for showing up to work 😊

### ▼ Q: As a new employee, will my vacation days be prorated?


A: Yes, vacation and sick paid time off accrues monthly. Therefore the number of vacation and sick days will be prorated based on your start date.

▼ **Q: If I leave the company, will I be compensated for unused days?**

A: Yes. As long as you provide 2 weeks notice, you will receive a check compensating you for any unused vacation days. Sick days and holidays will not be reimbursed.

## Requesting time off



**Notion Tip:** With our **ADP system** employees can easily request time off and get approval from their supervisor? If so, link to that here! 

Time off can be requested through our ADP HR software.

Login here with your company email:

<https://app.gusto.com/login>