

## **Vacation Policy**

### **1. Policy**

It is the established policy of the Contoso, Ltd. to grant annual vacations to all eligible employees as herein provided.

### **2. Eligibility**

Full time Part Time salaried employees are eligible to receive the following vacation benefits:

### **3. Vacation Time**

**New Employees:** New employees shall receive 1,6 days of vacation per month worked until their one year anniversary, not to exceed 20 days.

**1 year to 5 years Years of Employment:** The employee shall be entitled to 20 vacation days each year.

**5 years to 10 years Years of Employment:** The employee shall be entitled to 21 vacation days each year.

**10 years to 15 years Years of Employment:** The employee shall be entitled to 23 vacation days each year.

**15 years or more of Employment:** The employee shall be entitled to 25 vacation days each year.

Up to 20 unused vacation days may be carried over into the next year. Any additional unused vacation will be paid out in the final paycheck for that year. In an attempt to encourage the use of accrued vacation benefits, all unused vacation (except a maximum of 20 days being carried over) will be forfeited.

In the event that a paid company holiday falls within an employee's vacation, the employee will receive credit for the paid holiday. The employee will be credited a vacation day which can be used at the end of the vacation period or used later in the year. This decision will be reached by mutual agreement between the employee and direct supervisor prior to the start of the vacation period.

Employees should notify their direct supervisor at minimum of 3 business days in advance of taking vacation time, unless special circumstances are recognized. All vacation requests must be submitted to the employees direct supervisor and approved prior to using said vacation time. All requests will be reviewed by the supervisor with a focus on the company needs, deadlines and requirements during the requested vacation dates. The direct supervisor will inform the employee within 2 business days of receipt of the vacation request of the acceptance or rejection thereof.

Vacation time must be taken in half-day or larger units.

Vacation pay is based on your regular rate of pay.

None. Managers cannot set restrictions without HR approval.

**4. Points of Contact.**

Questions concerning the Vacation Policy should be directed to Human Resources, by phone at 248-555-1200 or email at [hr@contoso.com](mailto:hr@contoso.com).

**5. Declaration.**

I have read, understand, and acknowledge receipt of the Vacation Policy. I will comply with the guidelines set out in this policy and understand that failure to do so may result in disciplinary action, loss of vacation time, up to termination of employment and potential legal action.

\_\_\_\_\_  
Employee Name: \_\_\_\_\_

\_\_\_\_\_  
Date