

ACME Corporation - Vacation and Leave Policy

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Department: Human Resources

Classification: Internal Use Only

1. VACATION ENTITLEMENT

1.1 Annual Vacation Days

All full-time employees are entitled to vacation days based on their tenure:

- **0-2 years:** 15 vacation days per calendar year
- **3-5 years:** 20 vacation days per calendar year
- **6-10 years:** 25 vacation days per calendar year
- **11+ years:** 30 vacation days per calendar year

1.2 Part-time Employee Entitlement

Part-time employees receive vacation days prorated based on their scheduled hours:

- **20-30 hours/week:** 50% of full-time entitlement
- **31-35 hours/week:** 75% of full-time entitlement

2. VACATION SCHEDULING AND APPROVAL

2.1 Advance Notice Requirements

- **1-5 consecutive days:** Minimum 2 weeks advance notice
- **6-10 consecutive days:** Minimum 4 weeks advance notice

- **11+ consecutive days:** Minimum 8 weeks advance notice

2.2 Approval Authority

- **Up to 10 consecutive days:** Direct supervisor approval required
- **11-15 consecutive days:** Department manager approval required
- **16+ consecutive days:** Director approval required

2.3 Maximum Consecutive Days

- **Without special approval:** Maximum 10 consecutive vacation days
- **With managerial approval:** Maximum 15 consecutive vacation days
- **With director approval:** Maximum 20 consecutive vacation days
- **Absolute maximum:** 25 consecutive vacation days (CEO approval required)

3. HOLIDAY POLICY

3.1 Company Holidays

ACME Corporation observes the following paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving

- Christmas Eve
- Christmas Day
- New Year's Eve

Total: 11 paid company holidays per year

3.2 Holiday Pay Rules

- Holidays falling on weekends are observed on the adjacent Friday or Monday
- Employees must work the scheduled day before and after a holiday to receive holiday pay
- Part-time employees receive holiday pay prorated to their regular schedule

4. SICK LEAVE POLICY

4.1 Sick Leave Accrual

- **Accrual rate:** 1 sick day per month worked (12 days annually)
- **Maximum accumulation:** 60 sick days
- **Carry-over:** Unused sick days carry over to the following year

4.2 Sick Leave Usage

- **Personal illness:** No restrictions on usage
- **Family care:** Up to 5 consecutive days for immediate family
- **Medical appointments:** Must use minimum 2-hour increments

5. LEAVE OF ABSENCE

5.1 Family and Medical Leave (FMLA)

Eligible employees may take up to 12 weeks of unpaid leave for:

- Birth or adoption of a child
- Serious health condition of employee
- Serious health condition of immediate family member

Eligibility: 12+ months employment and 1,250+ hours worked

5.2 Personal Leave of Absence

- **Maximum duration:** 30 days per calendar year
- **Approval required:** Director level or above
- **Unpaid leave:** No compensation during personal leave
- **Job guarantee:** Position held for up to 30 days

6. EMERGENCY AND BEREAVEMENT LEAVE

6.1 Bereavement Leave

- **Immediate family:** Up to 5 consecutive paid days
- **Extended family:** Up to 3 consecutive paid days
- **Additional time:** May use vacation or unpaid leave

6.2 Emergency Leave

- **Natural disasters:** Up to 3 days paid leave
- **Jury duty:** Unlimited paid leave (less jury fees)
- **Military service:** As required by law

7. POLICY VIOLATIONS AND ENFORCEMENT

7.1 Unauthorized Absence

- **1-2 days:** Written warning
- **3-5 days:** Suspension without pay
- **6+ days:** Termination consideration

7.2 Vacation Fraud

Falsifying vacation requests or usage may result in immediate termination.

Policy Contact: HR Department - hr@acmecorp.com

Next Review Date: January 1, 2025