

Piped Piper Vacation Policy

Purpose

Piped Piper recognizes the importance of time away from work to rest, recharge, and attend to personal matters. This policy outlines the company's vacation accrual and usage guidelines, ensuring employees have the opportunity for well-deserved breaks.

Policy

- **Accrual:** All full-time employees accrue vacation time based on their length of service with Piped Piper. Accrual rates are as follows:
 - Years 0-2: 15 days per year
 - Years 3-5: 20 days per year
 - Years 6+: 25 days per year
- **Executive Accrual:** Executives (C-Suite level) accrue vacation at a rate of 25 days per year, regardless of tenure.
- **Rollover:** Up to 5 unused vacation days may be rolled over into the following year. Unused vacation days beyond the rollover limit will be forfeited.
- **Scheduling:** Vacation requests must be submitted in advance using the appropriate time-off request system. Approval is subject to manager discretion and business needs.
- **Payout:** Upon termination of employment, accrued but unused vacation time will be paid out in accordance with state laws.

Sick Leave

Separate from vacation time, Piped Piper provides 5 days of sick leave per year for all full-time employees. Sick leave can be used for personal illness, attending to the illness of a family member, or for medical appointments.

Holidays

Piped Piper observes the following paid holidays:

- [List your company's observed holidays here]

Additional Notes

- Part-time employees will accrue vacation time on a prorated basis.
- Piped Piper may occasionally offer additional discretionary time off, such as a company-wide winter break. Announcements will be made in advance.