



## **Purpose**

3Play Media, Inc. provides paid vacation for employees to take time for rest and recuperation.

## **Eligibility**

All full- and part-time employees are eligible for vacation leave benefits. Part-time employees working less than 40 hours per week will earn vacation on a prorated basis. Full-time employees are those working 40 or more hours per week.

Vacation accrual begins on the first day of full- or part-time employment. Vacation is accrued according to the schedule in this policy. Vacation leave will not be earned during leaves of absence, including approved medical and/or parental leaves.

## **Vacation Accrual Schedule**

Years of service	Full-time accrual (days per year)	Hours per bi-weekly pay period
0 to 1	12	3.70
1 to 2	14	4.31
2 to 3	16	4.93
3 to 4	18	5.54
4+	20	6.16

## **Procedures**

To schedule vacation time, employees must submit a request via ADP to their supervisor before the requested leave. Once the vacation time is approved, the employee must update their calendar to indicate the vacation days. Requests will be evaluated based on a number of factors, including business operations and staffing requirements.

## **Vacation pay**

Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay, if applicable, rather than to vacation pay.



### **Use of vacation leave for sick leave**

Vacation leave will be used in circumstances of employee absences that have exhausted the employee's available sick leave. Once the sick leave bank has been exhausted, vacation leave will be used to account for time missed.

### **Borrowing vacation pay**

The vacation leave bank may go into a negative balance of no more than 80 hours.

### **Accrual of vacation leave**

3Play Media, Inc., encourages employees to use available vacation time. If the available vacation time is not used by the end of a calendar year, accrued, unused leave will be forfeited. All negative leave balances at the end of a calendar year will be carried over into the new calendar year.

### **Termination**

If employment is terminated, accrued, unused vacation leave that has been earned through the last day of active employment will be paid at the employee's base rate of pay at termination. If employment is terminated and the vacation balance is in the negative, the employee agrees to reimburse the company for the cost of the vacation advance. The amount of the vacation advance (negative balance) will be deducted from the employee's final wages.

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

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**By signing this form, you (the employee) are indicating that you have read the policy and been given the opportunity to ask questions. The employee signature also indicates that you understand and acknowledge that all negative vacation balances will be deducted from the your final wages upon termination of employment.**