

TechLance Vacation Days Policy

Introduction

At TechLance, we recognize that taking time away from work is essential for maintaining personal well-being, preventing burnout, and ensuring our team members can return to their roles refreshed and productive. Our vacation policy is designed to provide fair and generous time off while ensuring business continuity and team collaboration. We believe that employees who take regular vacation time are more creative, engaged, and effective in their work.

This policy applies to all regular full-time and part-time employees and outlines how vacation time is earned, scheduled, and used. We encourage all employees to plan and take their vacation time throughout the year rather than allowing it to accumulate, as this approach best serves both individual well-being and team productivity.

Vacation Accrual and Allocation

TechLance provides vacation time based on length of service, recognizing that employees with longer tenure have demonstrated their commitment to the company and may have additional personal obligations that require more time away from work. During your first year of employment, you will receive 15 vacation days, which equals 120 hours for full-time employees. This allocation increases to 20 vacation days (160 hours) beginning in your second year and continuing through your fifth year of service. Employees with six or more years of service receive 25 vacation days annually, totaling 200 hours.

Vacation time is allocated annually on your hire date anniversary rather than on the calendar year, which ensures that every employee has a full year of service before receiving their complete vacation allotment. For new employees, vacation days are prorated based on your start date. For

example, if you begin employment on July 1st, you would receive half of your annual vacation allocation for that first year, with the remainder becoming available on your first anniversary.

While your annual vacation allocation becomes available on your hire date anniversary, vacation time accrues monthly throughout the year at a rate of one-twelfth of your annual allocation. However, newly hired employees must complete 90 days of employment before they can use any vacation time, except in cases of pre-planned vacations that were discussed and approved during the hiring process, or genuine emergencies that require manager approval.

Scheduling and Approval Process

We ask that employees provide advance notice when requesting vacation time to ensure adequate coverage and minimize disruption to team projects and client commitments. For short absences of one to two days, we require at least one week of advance notice. Requests for three to four days off should be submitted at least two weeks in advance, while longer vacations of five or more consecutive days require three weeks of notice. During peak business periods or busy seasons, we ask for four weeks of advance notice to help with scheduling and workload management.

All vacation requests must be submitted through our HR portal or directly to your manager for approval. Your manager will review the request considering team coverage needs, project deadlines, and other employees' scheduled time off before approving. Once approved by your manager, HR will confirm that you have sufficient vacation balance available, and you'll receive email confirmation of your approved time off.

Vacation time can be taken in increments as small as four hours (half day), and there's no minimum amount you must take at one time. However, we do have a maximum limit of 10 consecutive business days for vacation requests without special approval. Longer vacations require director-level approval and additional planning to ensure proper coverage and project continuity.

We maintain certain blackout periods during which vacation requests may be restricted or denied due to critical business needs. These typically include the last two weeks of each quarter (March,

June, September, and December), product launch periods, and other critical business periods that will be communicated to employees at least 60 days in advance. While we try to minimize blackout periods, these restrictions help ensure we can meet our commitments to clients and stakeholders during crucial times.

Year-End and Carryover Policies

TechLance allows employees to carry over up to five vacation days from one year to the next, but any unused vacation beyond this amount will be forfeited at your anniversary date. Carried-over vacation days must be used by March 31st of the following year, or they will be lost. This policy encourages employees to take regular time off while providing some flexibility for those who may need to shift vacation time due to business needs or personal circumstances.

We understand that sometimes business demands or personal situations may prevent employees from using all their vacation time during the year. To help prevent last-minute rushes to use vacation or loss of benefits, HR sends quarterly reminders about vacation balances, and managers receive notifications when their team members have high unused vacation balances. A final reminder is sent in November to help employees plan their year-end vacation usage.

When employment ends, either voluntarily or involuntarily, unused vacation time will be paid out based on your current salary rate, up to your annual vacation allocation. This payout is subject to state law requirements and will be included in your final paycheck or paid separately according to local regulations. However, any vacation time used in advance of what you had actually accrued will be deducted from your final pay.

Special Situations and Considerations

TechLance distinguishes between vacation time and sick leave, and we expect employees to use the appropriate type of leave for their situation. Vacation time is intended for rest, relaxation, travel, and personal activities, while sick leave should be used for illness, medical appointments, and caring for immediate family members who are ill. However, we recognize that sometimes

employees may choose to use vacation time for mental health days or personal wellness, which is perfectly acceptable.

In cases of personal emergencies such as family crises or unexpected situations, we may allow employees to take vacation time in advance of what they have accrued, subject to manager approval and with the understanding that any advanced time will be reconciled through future accruals or payroll deduction if employment ends before the time is earned.

We also provide floating holidays specifically for religious and cultural observances that may not align with our standard company holidays. Each employee receives two floating holidays annually, which operate similarly to vacation days but are specifically intended for religious or cultural observances. If additional time is needed for religious holidays, employees may use vacation time or arrange flexible scheduling with their manager.

For employees who exhaust their vacation time but need additional time off, unpaid personal leave may be available with manager approval for up to 30 days. We also offer sabbatical opportunities for employees with five or more years of service who wish to pursue personal or professional development opportunities that require extended time away from work.

Best Practices and Expectations

When planning vacation time, we encourage employees to consider team workloads, project deadlines, and the vacation schedules of their colleagues to minimize disruption. Before taking extended time off, employees should complete handover documentation, brief colleagues on ongoing projects, and set up appropriate out-of-office messages and email auto-responses.

We expect employees to truly disconnect during their vacation time and avoid checking email or participating in work activities unless there's a genuine emergency. This policy serves both the employee's need for rest and the organization's need to develop resilience and cross-training among team members.

Upon returning from vacation, employees should plan for a reasonable transition period to catch up on developments and reconnect with ongoing projects. For extended vacations, managers may

schedule re-entry meetings to help employees get back up to speed efficiently.

TechLance views vacation time as an important employee benefit that contributes to job satisfaction, retention, and overall performance. We encourage managers to model good behavior by taking their own vacation time and supporting their team members in using their benefits. Employees should never feel guilty about taking earned vacation time or be made to feel that taking time off will negatively impact their career advancement.

Administrative Details

Employees can check their current vacation balance at any time through the HR portal, and this information is also included on each pay stub. If you have questions about your vacation balance or need clarification about how time off is calculated, please contact HR directly.

Changes to your vacation schedule should be made as far in advance as possible, though we understand that sometimes circumstances require last-minute changes. If you need to cancel already-approved vacation time, please notify your manager and HR as soon as possible so we can adjust schedules and restore the time to your available balance.

For employees who change roles within TechLance, vacation balances and accrual rates transfer with you, and your tenure for vacation accrual purposes remains unchanged. This policy ensures that internal career moves don't penalize employees' vacation benefits.

Part-time employees receive prorated vacation benefits based on their scheduled hours, and the same policies regarding accrual, usage, and approval apply. Temporary and contract employees are generally not eligible for vacation benefits, though specific arrangements may be made depending on the length and nature of the assignment.

Policy Updates and Questions

This vacation policy is reviewed annually and may be updated to reflect changing business needs, legal requirements, or employee feedback. Any significant changes will be communicated to all

employees with at least 30 days advance notice, and updated policy documents will be available through the HR portal.

Employees who have questions about vacation policies, need help planning time off, or want to discuss special circumstances should contact HR at hr@techlance.com or schedule a meeting through the HR portal. We're committed to helping employees understand and make the most of their vacation benefits while ensuring fair and consistent application of policies across the organization.

Frequently Asked Questions

How is my vacation time calculated if I work part-time? Part-time employees receive vacation time prorated based on their regular scheduled hours. For example, if you work 20 hours per week (half-time), you would receive half the vacation days of a full-time employee.

Can I take vacation time during my first 90 days of employment? Generally no, unless you have a pre-approved vacation that was discussed during hiring or there's a genuine emergency situation that your manager approves.

What happens if I get sick while on vacation? If you're hospitalized or have a serious illness during vacation that prevents you from enjoying your time off, those days may be converted to sick leave with proper medical documentation.

Can my manager deny my vacation request? Yes, if it conflicts with business needs, blackout periods, or if you haven't provided adequate notice. However, managers should work with you to find alternative dates whenever possible.

Do I continue to accrue vacation time while on unpaid leave? Vacation accrual stops during unpaid leave periods longer than 30 days, but resumes when you return to active employment.

Can I donate unused vacation days to a coworker in need? Currently, TechLance doesn't have a vacation donation program, though we review this policy annually based on employee feedback.

and business needs.

How far in advance can I schedule vacation time? There's no limit on how far in advance you can request vacation, though we recommend not scheduling more than a year ahead to allow for potential changes in business needs or personal circumstances.

What if I need more time off than my vacation balance allows? You can request unpaid personal leave with manager approval, or in some cases, you may be able to take vacation time in advance that will be reconciled through future accruals.

This policy is effective immediately and supersedes all previous vacation policies. TechLance reserves the right to modify this policy with appropriate notice to employees. For questions or clarification, please contact Human Resources.