**Paid Time Off**

**Vacation:**

Our Vacation plan is designed to provide you with the opportunity to rest and get away from the everyday routine. For that reason, <<COMPANY>> believes it is important to take Vacation when it is earned, and encourages its employees to do so. Full-time, regular employees earn Vacation time based on the number of years of continuous employment with the organization. Part-time employees who regularly work more than 20 hours per week are eligible to earn vacation at 50% of the full time rate.

Eligible full-time and part-time employees begin accruing Vacation after completing a waiting period of 90 days of continuous employment. “Continuous employment” is defined as an unbroken period of time during which an individual is considered to be a <<COMPANY>> employee. Vacation time does not begin accruing until the first of the month following completion of 90 days of employment.

**Vacation time is provided as follows**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Years of Service** | **Number of Days Per Calendar Year** | **Accrual Rate Per Month Full Time** | **Accrual Rate Per Month Part Time** |
| 90 days – 1 year | Prorated Amount | 1 Day | .50 Day |
| 1-2 Years | 12 Days | 1 Day | .50 Day |
| 3-4 Years | 17 Days | 1.42 Days | .71 Day |
| 5+ Years | 22 Days | 1.84 Days | .92 Day |

Vacation Request forms must be submitted to your Supervisor for approval no less than one (1) week in advance. Vacation days may only be used for time off requested and approved by your supervisor in advance. Approval for all Vacation requests is at the discretion of the Supervisor, based on the business needs of the department. To satisfy your preferences, as well as to meet the staffing needs of our organization, Vacation requests should be made well in advance. Requests will be granted on a first come, first served basis, subject to factors such as staffing requirements, work flow and customer needs. All Vacation Request forms must be submitted to Human Resources after approval by your immediate Supervisor.

Accrued vacation time can be carried over to the following calendar year up to a maximum of 5 days, all of which must be used within the first 6 months of the new calendar year. At the President’s discretion, employees may be granted unpaid time off when no Vacation time is available.

If you leave the organization, you will be paid for any unused earned Vacation, computed at the rate of pay earned upon separation. If a holiday falls within an approved Vacation period, it will not count against the Vacation allotment. **Sick days may not be used to extend a Vacation period.**

**Sick and Emergency Leave:**

Regular, full-time employees who have completed ninety (90) days of continuous employment are eligible for three (3) days of Sick and Emergency Leave during each calendar year of continuous employment, to be used for any bona fide illness, injury or emergency which requires an absence from work. Part-time employees are not eligible for Sick and Emergency Leave.

Sick and Emergency Leave will automatically be applied to any such leave time taken by the employee. New employees starting after the first of the year will receive a prorated number of Sick and Emergency days for that calendar year. Sick and Emergency Leave may only be used in full day increments and cannot be used as Vacation days or to extend Vacation or Holiday Leave. Sick and Emergency Leave may not be carried over to the next year.

Prior notice should be given to your Supervisor whenever possible. If prior notice is not possible, you are required to call in **no later than 30 minutes after your scheduled start time**, to notify your Supervisor or Human Resources that you will be absent. If you leave a message you are responsible for making contact with your Supervisor or Human Resources at some point during the day. You are required to keep your Supervisor informed of your status and projected return date. Medical certification is required for any absence due to illness or injury that exceeds three (3) days. The Company may request medical certification for any absence due to illness or injury. Vacation time may not be substituted once your Sick and Emergency Leave has been exhausted, unless approved by the Human Resources in cases of Family and Medical Leave or Extended Absence Leave.  **Unused sick days are not paid out upon termination from the Company.**

**Holidays**

Regular, full-time employees are entitled to the following ten (10) paid holidays in each calendar year:

New Year's Day

Spring Skip Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving

Winter Holiday (2 Days)

New Year’s Eve

When a recognized holiday falls on a Saturday or Sunday, <<COMPANY>> may designate an alternative date upon which the holiday will be observed. Additionally, the organization may designate additional floating holidays or days when the office closes early as deemed appropriate. An annual holiday schedule will be distributed.

A paid holiday does not count as a day worked in calculating overtime for the week. Paid holidays that fall during an employee’s scheduled Vacation will not be counted against the individual's Vacation allotment. Non-exempt employees must work the day before and the day after the holiday in order to be paid for the holiday, unless the holiday is taken as part of a scheduled Vacation or otherwise approved in advance by your supervisor and Management.