

Vacation

Policy Option 1

Vacation benefits are based on the employee's next anniversary date that occurs in the current calendar year. The schedule is as follows:

Anniversary Date in Calendar Year	Vacation Entitlement as of January 1 of Calendar Year
1st through 4th	2 weeks
5th through 9th	3 weeks
10th through 19th	4 weeks
20th through 24th	5 weeks
25th or more	6 weeks

To be eligible to take vacation, the employee must be in active pay status. Vacation is not vested, and a terminating employee will not be paid for vacation not taken. Vacation not taken during the calendar year is forfeited.

Note: The preceding two sentences are optional as they may conflict with state law and should be researched.

New employees become eligible to take vacation after they have worked three consecutive months. Those reporting on the first working day in January are entitled to two weeks of paid vacation. Those reporting after the first working day in January through the first working day in July are entitled to one week of paid vacation. New employees reporting for work after the first working day in July are not entitled to paid vacation until the following year.

Part-time employees are not entitled to paid vacation. Employees who are not entitled to paid vacation may request permission from their supervisor/manager to take up to one week of unpaid vacation time.

The employee's supervisor/manager is responsible for scheduling vacations. Vacation entitlement is administered by the Human Resources Department. Employees are responsible for planning ahead for vacation and working out their schedule with their supervisor/manager. Normally, a two-week advance notice of vacation is expected and necessary to ensure appropriate scheduling of work. Employees who desire to take more than three weeks of vacation at one time should give their supervisor/manager more than two weeks advance notice.

Policy Option 2

Vacation accrual begins with the first month of hire. Monthly accrual rates are determined by the employee's anniversary date, according to the schedule that follows. A new employee accrues the entire 6.67 hours of vacation time for the first month of service regardless of the day of the month the employee is hired. An employee must be in active pay status on the last working day of the month to accrue vacation for that month.

Vacation time accrues at a rate of 6.67 hours each month of full time service (ten days for every twelve months) up through the first five years of continuous employment. Accrual rates thereafter are as follows:

Years	Hours Accrued Per Month	Yearly Total
1-5	6.67	10 days
6	10.00	15 days
15	13.34	20 days
20	15.00	22.5 days
25 and over	16.67	25 days

If the employee's 5th, 15th, 20th, or 25th anniversary date is on or before the last working day of the month, the employee will accrue the higher rate for that month. Vacation is not earned while an employee is on a leave of absence. Part-time employees earn vacation at half the accrual rates above.

Employees may take total "available" vacation at any time throughout the year. All vacations must be scheduled in advanced with the employee's supervisor/manager.

Employees may carry over accrued vacation, but all vacation hours carried over from one calendar year must be used by the end of the following year, or they will be forfeited.

Note: This last sentence may conflict with the law of your state.



Please also see the following related Word templates:

- Vacation Request
- Vacation Request Detailed