

VACATION PAY

Part time employees are exempt from vacation pay.

The following applies to all eligible full-time non-exempt employees working no less than an average of 38 hours a week:

Quarterly Accrual: January, April, July and October

Upon hiring an employee will accrue 40 hours (one week) as vacation pay. This will be distributed at a rate of 10 hours per quarter.

After 2 years of continuous employment, employee will accrue 80 hours (two weeks) as vacation pay. This will be distributed at a rate of 20 hours per quarter.

After 5 years of continuous employment, employee will accrue 120 hours (three weeks) as vacation pay. This will be distributed at a rate of 30 hours per quarter.

After 10 years of continuous employment, employee will accrue 160 hours (four weeks) as vacation pay. This will be distributed at a rate of 40 hours per quarter.

Maximum vacation carryover for any given year is 240 hours. Balance above this amount will be paid out on the first check of December every year.

Salaried employees are applicable to the 1-2-5-10 year vacation policy and will continue to receive their regular pay during time off instead of separate vacation pay. Any unused vacation time is lost for salaried employees.

Vacation time is paid at the employee's base pay rate at the time vacation pay is paid. Vacation pay does not include overtime or holiday pay. Total hours paid including vacation pay used shall not exceed 60 hours per week.

Please complete the Vacation/Time Off Request Form and request vacation/time off in the ISolved time keeping portal. Turn your paper form into your supervisor for approval. Once approved, paperwork needs to be provided to the business office for vacation payment 7 days prior to approved time off.

Upon termination of employment, employees will be paid for vacation time earned through the last day of work if employee has provided adequate notice and left in good standing (per owner's discretion).

Vacation/Time Off Request Form

Employee: _____

Today's Date: _____

ALL VACATION SLIPS MUST BE
TURNED IN TO THE OFFICE ONE WEEK
PRIOR TO APPROVED TIME OFF.
THANK YOU!

Enter dates and/or hours for each requested time period. If full day is requested off, please write "Full Day".

	Date(s)	Amount of Time Off Requested	Desired Paid Vacation Hours (Up to 40;50;60)	Approved	Not Approved	Scheduler Initials
<i>example</i>	1/10/2020	full day	8			
<i>example</i>	2/14/2020	3pm - 10pm	up to 60 hours			

Just a reminder this is a first come first serve basis.

All time MUST be approved by your supervisor before being paid out to you.

If you request off a holiday you must be available for the opposite holiday. For example, if you ask off for Christmas Eve you must be available for Christmas Day;

New Years Eve available for New Years Day and visa versa.

Paid Vacation is not applicable to holidays. Vacation is not subject to overtime pay (during any given work week you will not be allowed to take any additional time beyond 60 hours).

If you have any questions, please see your scheduler.