### VACATION

[Shortnened Name] provides paid vacation time for all regular full-time employees who have worked at [Shortnened Name] for 90 days. We believe that this time off from work is beneficial to the health and welfare of our employees and should be taken each year in accordance with policy.

#### Accrual

Vacation is accrued [at the beginning of each [calendar/fiscal] year/pro rata throughout the year at a rate of one-twelfth of the employee's yearly accrual each month/[OTHER RATE OF ACCRUAL]].

Employees may not accrue vacation during unpaid leaves of absence or other periods of inactive service, unless vacation accrual is required by applicable federal, state, or local law.

Each employee may accrue up to a maximum of [NUMBER] [days/hours/weeks] of vacation. Once an employee reaches the maximum accrual amount, the employee will not accrue any additional vacation until the employee uses some of his or her accrued but unused vacation and the employee's accrued but unused vacation decreases to below the maximum accrual amount. No employee will receive retroactive credit for any period of time in which that employee did not accrue vacation because he or she had accrued the maximum amount*.*

Accrued but unused vacation time will not be paid out upon separation of employment

#### Scheduling

Written vacation request should be submitted to your supervisor as far in advance as possible. Vacation requests greater than one (1) day should be scheduled with your supervisor as soon as you have knowledge so as not to disrupt the work schedule. Vacation requests of one week or more should be scheduled with your supervisor at least two (2) weeks in advance. The supervisor must inform the Operations Supervisor of the time requested and enter it on the official vacation calendar in the office.

Every effort will be made to honor your vacation requests but management reserves the right to limit the number of staff on vacation at any one time in order to take workload and client needs into account. (In the event of a conflict on vacation requests, the earliest vacation request submitted will have priority.)