



VACATION AND TIME OFF REQUEST POLICY

Full-time employees become eligible to take accrued vacation after their first year of active service as it accrues and as work schedules permit. (more outlined in the Employee Manual) Employees are allowed to take vacation in a minimum of four hour increments.

Vacation schedules and Any Time Off must be coordinated and cleared with your supervisor at least two weeks in advance to assure appropriate coverage of your position. Company schedules determine permissible vacation periods, which employees may need to, defer or otherwise adjust accordingly. Your supervisor will make final determinations and must approve your vacation schedule in advance.

Prior to asking for time off, it is helpful to see about switching hours or days with someone who also works in your position which can cover for your time off. Always attempt to do that first and then make sure if you can get the coverage needed, to make note of that on your vacation request.

Do Not Book Trips or Buy Tickets until Your Vacation Time or Request for Time Off is Approved By Management.

The information contained in this document is intended as information only and not as financial, accounting or legal advice.