

Vacation Leave (Standard)

Rest and recreation outside of work are important for lowering stress and making our workplace a better place. For this and other reasons, [Employer] provides [paid] vacation days to eligible employees in recognition of their service.

Eligibility

Vacation leave is available to the following employees:

- [Full-time employees who have worked more than [30 days, 90 days, six (6) months, one (1) year e.g.] [consecutively] [cumulatively] for [Employer]; and]
- [Part-time employees who have worked more than [six (6) months, one (1) year, two (2) years e.g.] [consecutively] [cumulatively] for [Employer].]

Employee classifications not eligible for vacation leave include:

- [Full-time employees who have worked less than [30 days, 90 days, six (6) months, one (1) year e.g.] [consecutively] [cumulatively] for [Employer];
- [Part-time employees who have worked less than [six (6) months, one (1) year, two (2) years e.g.] [consecutively] [cumulatively] for [Employer]];
- [Seasonal employees];
- [Temporary employees; and]
- All other employee classifications and third party workplace participants not listed as eligible for leave.

Please consult [this handbook, guide, your offer of employment e.g.] to determine your employee classification.

If eligible for vacation leave, [Employer] will provide information to you regarding the amount of vacation leave to which you are eligible.

[Requesting Vacation

[To request vacation, you will need to [complete a Vacation Request Form, provide notice to your manager, supervisor, the Human Resources Department, Personnel Department e.g.] within [two, three, four e.g.] weeks from your first requested day from work.]

[To request more than [three, four, five, six e.g.] consecutive days of vacation, you will need to [complete a Vacation Request Form; provide notice to your manager, supervisor, the Human Resources Department, the Personnel Department e.g.] within [two, three, four, five or six e.g.] months from your first requested vacation day.]

[To request more than [three, four, five, six e.g.] days of vacation, consecutive or not, you will need to [complete a Vacation Request Form; provide notice to your manager, supervisor, the Human Resources Department, Personnel Department e.g.] within [two, three, four e.g.] weeks from your first requested day from work.]

[Employer] wants eligible employees to take their vacation, and an effort will be made to accommodate vacation requests. Requests for accommodation will be made on a case-by-case basis. [[Employer] reserves the right to deny specific vacation dates or times requested [for business purposes, scheduling conflicts, burden on the organization e.g.].]

[Vacation Leave Not Used]

[Vacation leave not used during the year does not carry forward to the next year. Employees must take their vacation during the year it accrues.]

[[Employer] permits eligible employees to carry over [3, 5, 7 days; 50 percent of eligible time; 100 percent of leftover time e.g.] to the next year.]

[[Employer] encourages employees to take their vacation during the year it accrues. If an eligible employee is unable to take his or her vacation during the year it accrues, the leave untaken will carry forward [into the following year, into the first 90 days of the following year e.g.].]

[[Employer] encourages employees to take their vacation during the year it accrues. If an eligible employee is unable to take his or her vacation during the year it accrues, [Employer] will compensate the employee for each day not taken at his or her rate of pay at the end of the year.]]

Questions About This Policy

If you have questions, suggestions or concerns about this policy, you should direct them to [your manager, your supervisor, the Human Resources Department, the Personnel Department, the EEO Department, the Benefits Department, the Compliance Department e.g.].

[If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with [the person, the persons, the department e.g.] listed above, you can direct them to the [Human Resources Department, Personnel Department, EEO Department, Benefits Department, Compliance Department e.g.] [or the President, CEO e.g.].]