

VACATION POLICY

All full-time and part-time employees of ABC Company are eligible for **paid vacation** after one year of uninterrupted service. Employees who are not full-time or part-time are not eligible for vacation.

For full-time employees, vacation hours accrue on an employee's anniversary of employment date as follows:

<u>Anniversary Date</u>	<u>Amount of vacation hours accrued</u>
1st	40 hours
2nd, 3rd, & 4th	80 hours
5th, 6th, 7th, 8th, & 9 th	120 hours
10th and thereafter	160 hours

For part-time employees, vacation hours will be determined on an individual basis at the sole discretion of ABC Company.

Vacation time cannot be used until it is accrued. Vacation time must be used prior to the next anniversary date, or on the next anniversary date the employee will accrue a reduced amount of vacation time, which amount is the difference between the unused vacation time and the amount of time available to accrue as of that anniversary date. For example, an employee accruing 80 hours on his 3rd anniversary date, who then takes only 30 hours of vacation prior to his 4th anniversary date, will accrue only 50 hours of vacation on the 4th anniversary date for a total of 80 hours of paid vacation to use before the employee's next anniversary date.

Pay in lieu of vacation time is not permitted. However, if an employee leaves the company or is terminated, he or she will be paid for all unused accrued vacation time.

Vacation requests must be made in writing at least four weeks in advance of the leave date. Vacation will be granted in the Company's sole discretion if, in the judgment of an employee's supervisor, work load allows and vacation time has not already been scheduled by other employees in that department.

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