

VACATIONS

PURPOSE

To provide a traditional paid-time-off benefit that will provide a restful break in year-round routine and support the Agency's goals to attract and retain quality employees.

SCOPE

This policy applies to eligible employees of The Center for Family and Child Enrichment.

POLICY

The Center for Family and Child Enrichment encourages and requires each employee to take an annual vacation entitlement as paid time off away from work. The Center for Family and Child Enrichment does not provide vacation pay unless vacation time is actually taken as time off from work or upon separation.

ELIGIBILITY

An employee's entitlement to earn vacation is based on the employment anniversary date. After one year of service, and upon completion of each additional year up to five years of service, an employee is eligible to take ten days of earned vacation each year. After five years of service, an employee is eligible to take fifteen days of earned vacation each year. After ten years of service, an employee is eligible to take twenty days of earned vacation each year. The following schedule specifies the amount of vacation earned for corresponding periods of continuous service.

<u>Length of Service Completed</u>	<u>Hours Earned Per Pay Period</u>
Less than five years	3 hours (plus 2 hours on the pay period of each anniversary year.)
Five years or more	4.5 hours (plus 3 additional hours on the pay period of each anniversary year.)
Ten years or more	6 hours (plus 4 additional hours on the pay period of each anniversary year.)

Newly hired employees do not accrue vacation entitlement during the probationary period or first six months of continuous services. However, at the completion of this period vacation accrual is retroactive to the date of hire.

Vacation time is not earned during an unpaid leave of absence or sick leave that exceeds thirty (30) consecutive calendar days. Earnings resume upon return to active work status.

PROCEDURE

Vacations may be taken by separate weeks or by days. The Agency prefers, however, that the employee take vacation periods of at least five days.

Vacation is subject to prior approval of the employee's supervisor. Preference in selection of dates will be granted based on length of employee service.

If a Center for Family and Child Enrichment paid holiday falls during an employee's vacation, the holiday will not count as vacation taken. The employee may extend the vacation by one day or take the vacation day at a later date.

Each supervisor will maintain a schedule and record of the vacation time taken by each employee and submit the appropriate time sheets to the Human Resource Department.

Unused vacation up to a maximum of thirty days will be paid to employees upon separation provided they have completed at least three years of continuous service.