



MEMORANDUM

To: All Haven of Rest employees

From: Bobbie Houston, Human Resources and Eddie Capps, Executive Director

Date: February 22, 2021

Re: Vacation Policy Memorandum revised for clarification

The purpose of this memorandum is to offer a revision to the Vacation Policy Memo dated January 11, 2017 to provide more clarity to the policy.

New employees hired between January 1 – December 31, vacation time eligibility will begin after the completion of the 90-day introductory period, mentioned on page 6 of the Employee Handbook. Vacation time, during this partial year, will be awarded on an accrual basis, in a proportionate number of hours each pay period to the end of the year; December 31. Upon the following January 1, after the completion of the 90-day introductory period, the full bank of vacation hours for the year will be entered to your vacation balance based on the chart below.

All Haven of Rest employees vacation balances are refreshed each January 1 to match the amount of eligible vacation time according to the years of service completed. Vacation time awarded, based on years of service completed, is noted in the charts below. Additional details about vacation time can be found on pages 35-36 of the employee handbook.

Part Time:

Years of Service	Vacation Days awarded	Number of vacation hours
First full year +	5	40

Full-Time (Hourly and Salary)

Years of Service	Vacation Days awarded	Number of vacation hours
First full year - 5 years	10	80
The January 1 after the completion of 5 years – 10	15	120
The January 1 after the completion of 10 years +	20	160

To schedule vacation time, by submitting the request to the Supervisor and submitted through Easy Time Clock; www.easytimeclock.com. Available vacation time may be viewed in Easy Time Clock and will be tracked here.

Vacation hours must be taken in 4 hour or 8 hour increments.

Feel free to contact Human Resources with any questions related to the Vacation Policy clarification.