

Memo

To: All Employees
From: Human Resources Department
c.c.: Stu Butler
Date: January 11th, 2017
Re: Vacation Policy Memo

1. Employees must request vacation time off at www.easytimeclock.com.
(available vacation time may be viewed in ETC and will be tracked there)
2. Vacation Time must be taken in 4 hour or 8 hour increments
4. Refer to pages 35 – 40 in the Employee Handbook for more details
5. Employees in their **first year of employment** will accrue vacation and receive partial credit
6. **The Vacation Hours are as follows:**

Part-Time:

<u>Years of Service</u>	<u>Days</u>	<u>Hours</u>
1 + years	5	40

Full -Time (Hourly & Salary):

<u>Years of Service</u>	<u>Days</u>	<u>Hours</u>
1 – 5 years	10	80
6 - 10 years	15	120
11 + years	20	160