

(Company Name) \_\_\_\_\_

# Vacation, Sick Leave, and Time Off Policy

(Company Name) \_\_\_\_\_ recognizes that employees will need days off from work from time to time for vacation, or to attend to their medical and personal needs.

This document provides guidelines for the staff and addresses frequently asked questions or concerns they might have regarding their eligibility for vacation, sick leave, and time off.

Policies, regulations, provisions, and procedures discussed in this document are subject to change, so employees are encouraged to reach out to the HR manager for any questions that haven't been covered.

Each employee is supposed to read the policy and get familiar with their rights and obligations.

- Definitions of Staff
- Full-time employees
- Define full-time employees and their work hours
- Part-time employees
- Define part-time employees and their work hours

## **ACCRUAL RATE**

Employees accrue paid vacation, sick leave, and time off in the following way:

- All regular full-time employees accrue vacation, sick leave, and time off from the date of hire, for a total of \_\_\_\_\_ days per year.
- Regular part-time employees accrue sick vacation, sick leave, and time off from the date of hire, for a total of \_\_\_\_\_ days per year (add other conditions specific to your business.)
- Vacation, sick leave, and time off may be accrued to a maximum of \_\_\_\_\_ hours.



## USE GUIDELINES

Vacation, sick, and time off may be used in accordance with the following provisions:

- Vacation, sick, and time off may not be used prior to accrual.
- When sick leave is exhausted, annual leave will be used in its place.
- Sick leave may be used in case of an employee's illness, care as well as medical and dental appointments. It's possible to use sick leave in case of an employee's immediate family member's illness and well-care (including the employee's spouse, children, and parents).
- In case an employee requests leave under the Family and Medical Leave Act (FMLA), paid vacation, sick, and time off leave must be used initially as part of the FMLA leave.
- State of and when an employee must present medical evidence obtained from a physician.
- Explain the procedure in case an employee needs an unexpected/unplanned leave due to personal or a family member's illness.
- Explain whether employees are paid or not for unused sick leave upon terminating the employee agreement.

## CONSEQUENCES FOR VIOLATING THIS POLICY

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Date: \_\_\_\_\_

Employee's signature: \_\_\_\_\_