

Employee Benefits

Holiday Benefits

The following holidays will be given off with pay (at 8 hours) for full time employees; Full time is defined as someone who works an average of at least ___ hours per week. Part time employees will also be paid for the following holidays if the holiday falls on a day on which they would normally work.

- A. Fourth of July
- B. Labor Day
- C. New Year's Day
- D. Memorial Day
- E. Thanksgiving
- F. Christmas Day

Vacation Benefits

Vacation hours are earned in the following manner:

- A. After the completion of one year's employment, employee shall be entitled to _____.
- B. After the completion of two year's employment, employee shall be entitled to _____.
- C. After the completion of five year's employment, employee shall be entitled to _____.
- D. After the completion of ten year's employment, employee shall be entitled to _____.

**If you are part time, hours will be based on an average number of hours you normally work per week.

**Vacation must be used within the calendar year and not carried over into a new year.

**You may not work and collect vacation pay simultaneously unless approved by management.

**All requests for vacation must be given to management with a minimum of _____ prior notice & on vacation form provided. Every effort will be made to approve the time you are requesting.

**Any employee who wishes to terminate their employment with _____ is not entitled to any vacation or sick time that has been accumulated within their employment time.