White Birch Lakes Recreational Association

TITLE Employee Paid Vacation Policy	DATE March, 2012
POLICY X	**CATEGORY** Employee
PROCEDURE X	**ATTACHMENT** yes WBLRA #001
APPROVED BY	**POLICY PAGES 2**

Policy:

White Birch Lakes Recreational Association employees working at least 28 hours per week are eligible for paid vacation time. One day of paid vacation time must equal the number of hours an employee would normally work in a day, i.e. an employee works 6 hours per day therefore that employee would be paid 6 hours for 1 paid vacation day. Certain Black-Out dates may apply.

- An eligible employee working their scheduled hours will have accrued one week of vacation time beginning the first day after their one year is completed.

- An eligible employee working their scheduled hours will have accrued a second week of vacation beginning the first day after their third year is completed.

- On the first day after the employee has completed their third year of employment, their anniversary date will automatically rotate to January 1st of each calendar year. This will allow for ease in tracking per calendar year for both employee and employer.

No employee shall receive more than 2 weeks of paid vacation time per year.
Paid vacation time can be used individually or run concurrently for the full 1 or 2 weeks.
Unused vacation time will not be carried-over to the next calendar year after December 31 of each year.

White Birch Lakes Recreational Association Board of Directors reserves the right to adjust this policy as necessary to best serve the membership.

Procedure:

- All requests for paid vacation time must be submitted by January 31st of each calendar year to be used that particular year.
- These requests will be processed according to seniority – highest to lowest.
- Beginning February 1 of each calendar year, requests for paid vacation time will be processed on a first come/first serve basis.
- Requests must be submitted no less than 7 days before the 1st requested day off.
- A copy of the Vacation Request Form will be given to the employee.
- The original request form will be filed in the supervisor's office.

VACATION TIME REQUEST FORM

Employee Name _____

Job Title _____

Start Date on Job_____month_____day_____year_____

First day/date of vacation requested Day _____ Date_____

Date returning to work Day _____Date _____

Total number of vacation day's requested_____

I, _____ am requesting this paid vacation time beginning the day/date listed above and I will return to work on the day/date listed above. I understand that the number of hours of vacation that I will be paid per vacation day will equal the number of work hours I normally work per day. I understand that this form must be completed 7 days prior to my first requested day of vacation and must be authorized by my Manager /Supervisor. My failure to follow policy and procedure may result in my request for vacation time being denied. I understand that I will be given a copy of my request to keep. I understand that any vacation time I do not use by the end of each calendar year (December 31st) will be lost.

Employee Signature _____

Day _____ Date _____

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For office use only

Received in office on _____

Approved ☐ Number of hours approved _____ ☐ Denied

Board Signature _____

(Must be a White Birch Lakes Recreational Association Board Member)

Explanation for request being denied

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