**Sample Employee Vacation Policy**

**[Note: The below is a sample policy containing many options from which to choose in developing a vacation policy specific to the desires of your practice. Please read it all and follow the instructions to select the options best suited to your practice.}**

**Vacations**

**[Insert name of practice]** provides paid vacation benefits to eligible employees to give a period of rest and relaxation away from work. This is not a right but a benefit that the practice wishes to allow. The benefits listed here may change with or without notice.

Eligible employees will be paid for their accrued vacation at their regular straight-time hourly rate of pay at the time they take the vacation, or upon termination.

**Vacation Eligibility and Carryover**

**[Choose one: 1) Regular full-time, 2) Regular full-time and eligible regular part-time]**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ employees are eligible for annual vacation benefits as set forth below:

* First through the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Choose one:** **1) second, 2) third, 3) fourth, 4) fifth, 5) other time period based on years of service]** years of continuous service, eligible employees receive up to a maximum of **[Choose one: 1) forty (40) hours in any one (1) year (five days), 2) eighty (80) hours in any one (1) year (ten days), 3) another amount of time written in the same manner as the preceding]**. Vacation time will be allowed to be carried over into the next year up to a maximum of **[Choose one: 1) sixty (60) hours, 2) eighty (80) hours, 3) one hundred-twenty (120) hours, 4) another amount of time which is at least one-and-one-half times the annual vacation benefit]**.Vacation time will not accrue beyond this amount until vacation is taken and the amount accrued is below the maximum.
* After \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Choose one: 1) two, 2) three, 3) four, 4) five, 5) another yearly amount of time]** years through **[Choose one: 1) three, 2) four, 3) five, 4) another yearly amount of time]** years of continuous service, eligible employees receive up to a maximum of **[Choose one: 1) eighty (80) hours in any one (1) year (ten days), 2) one hundred-twenty (120) hours in any one (1) year (15 days), 3) another amount of time written in the same manner as the preceding]**. Vacation time will be allowed to be carried over into the next year up to a maximum of **[Choose one: 1) 1) one hundred-twenty (120) hours, 2) one hundred-eighty (180) hours 3) another amount of time which is at least one-and-one-half times the annual vacation benefit.].** Vacation time will not accrue beyond this amount until vacation is taken and the amount accrued is below the maximum.
* After \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Choose one: 1) three, 2) five, 3) ten, 4) another yearly amount of time]** years through **[Choose one: 1) four, 2) five, 3) ten, 4) another yearly amount of time]** years of continuous service, eligible employees receive up to a maximum of **[Choose one: 1) one hundred-twenty (120) hours in any one (1) year (15 days), 2) one hundred-sixty (160) hours in any one (1) year (20 days) 3) another amount of time written in the same manner as the preceding]**. Vacation time will be allowed to be carried over into the next year up to a maximum of **[Choose one: 1) one hundred-eighty (180) hours, 2) two hundred (320) hours, 3) another amount of time which is at least one-and-one-half times the annual vacation benefit]**.Vacation time will not accrue beyond this amount until vacation is taken and the amount accrued is below the maximum.

**Vacation Time Accrual**

Vacation eligibility accrues based on regular hours paid. The accrual rates for the vacation earned for each regular hour paid are as follows: **[Note: Choose from the list below all that are consistent with the vacation benefits selected above.]**

 One (1) week ( 5 days): 0.0192 hours earned for each hour paid.

 Two (2) weeks (10 days): 0.0385 hours earned for each hour paid.

 Three (3) weeks (15 days): 0.0577 hours earned for each hour paid.

 Four (4) weeks (20 days): 0.0770 hours earned for each hour paid.

**Scheduling Vacation**

**[Note: None of the policies shown below are required, but could be helpful in managing the scheduling and use of vacation time by employees. Choose those policies which best fit your practices. Be sure not to select all of the policies below as some contradict others.]**

A vacation schedule will be posted in a conspicuous place from \_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_ **[Insert the time period in which you are requesting the advance notice of your employees’ anticipated vacation requests; for example, you could post the schedule for the entire month of December to be used for the scheduling of vacations for the following calendar year]** of each year. All eligible employees must indicate their preferred vacation dates during this period.

Requests for vacation time must be submitted to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Choose one: 1) the supervisor, 2) the office manager, 3) the doctor, 4) another person in a supervisory capacity]** in writing at least \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Choose one: 1) thirty (30) calendar days, 2) two (2) calendar weeks, 3) one (1) calendar week, 4) other period of time]** prior to the requested time off **[Note: add the following if you wish:** unless it is an emergency which can be documented**]**.

If more than one employee requests the same specific date, the employee with the most seniority shall be granted the vacation.

The practice has the sole right to determine the number of employees who will be on vacation **[Choose one: 1) during any one (1) day, 2) during any one (1) week, 3) at any time]**.

No vacations will be scheduled between \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_ **[Insert time periods during which the practice needs all its employees. Remember, employees must be given a reasonable opportunity to use their vacation time before the vacation cap takes effect.]**.

Scheduling of vacations will be made based on the practice's operational needs. The practice has the right to cancel any vacation in the case of a practice emergency.

Employees shall not take more than \_\_\_\_\_\_ ( ) **[Choose one: 1) one (1), 2) two (2), 3) three (3), 4) another length of time. Remember, employees must be given a reasonable opportunity to use their vacation time before the vacation cap takes effect. This is particularly important for employees who earn multiple weeks of vacation per year.]** consecutive week(s) of vacation without prior approval by the practice.

**Vacation Pay at Time of Termination**

If you resign or are terminated by the practice for any reason during your employment, you will receive prorated accrued vacation benefits at your then-current rate of pay.

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| **VACATION REQUEST** |

I, , AM REQUESTING VACATION **NAME OF EMPLOYEE**

TO BE TAKEN FROM \_\_\_ \_ THROUGH, AND

 **DATE (*Month/Day/Year*)**

INCLUDING, \_\_\_\_\_\_\_\_\_\_\_ .

 **DATE (*Month/Day/Year*)**

 **EMPLOYEE’S SIGNATURE** **DATE (*Month/Day/Year*)**

 ***APPROVED***  ***DENIED***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **AUTHORIZED SIGNATURE** **DATE (*Month/Day/Year*)**

**TITLE**

**REASON FOR DENIAL**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Distribution: Original to Employee Personnel File, Copy to Employee***