

## Section 6.02      **Vacation**

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### *Paid time-off for scheduled time off for rest and relaxation.*

**Eligible Employees:** Only Full Time Employees with at six full months of continuous service.

1. All Vacation **requests or changes are subject to an approved schedule and must be made in writing to your immediate manager.** (See your manager for criteria to approve or deny requests).
  
2. **Usage Requirements**
  - a) Vacation pay may be used in either half-day or full-day increments only.
  - b) Vacation pay must be used during the calendar year it is accrued and may not be carried forward or paid out at the end of the year.
  - c) Vacation pay is based upon an employee's regular rate of pay and is not counted toward overtime calculations.
  - d) Upon termination of employment (either voluntary or involuntary), employees will be paid for any earned but unused vacation pay available as of the employee's last day worked.
  
3. **Full Time (FT) Employees Accrual Table:** Vacation will be disbursed as follows:
  - a) **After six months** continuous FT employment employees receive... Three (3) Vacation days.
  - b) **After one year** of continuous FT employment employees receive: Five (5) Vacation days.
  - c) **After two years** of continuous FT employment through retirement, employees receive: Twelve (10) Vacation days each year.