

		Policy Number: ER-011
Subject:	VACATION TIME, USAGE OF	
Section:	EMPLOYEE RELATIONS	
Effective Date: 01/01/2011	Review Date 12/2015	
	Revised Date: 12/10/2010	
<input type="checkbox"/> New Policy	<input checked="" type="checkbox"/> Supersedes Policy Dated: 03/11/2009	
Issued by: HR Administrator	Concurred with and Approved by: Jim Burns, Director Initial: _____	
Cross Reference:		
Distribution:	All employees of Family Focus, Inc.	

PURPOSE:

To establish a uniform and systematic procedure to assure availability and proper usage of vacation time and to develop a structured system to secure continuity of care to clients and compensate staff for voluntary or mandatory time-off.

GENERAL INFORMATION:

Employees are encouraged to use vacation time to gain rest and refreshment through periodic scheduled vacation hours off. All Full Time, non contractual, employees (employees must work an average of 76 hours per pay) (see policy ER014 Work Status) are eligible for vacation time. (Though Part Time employees are not eligible for vacation reimbursement, all time off requests need to follow the following procedures.) FFI census, special coverage needs, and staff availability may result in a postponement of vacation requests. Employees may only use the number of vacation hours that are available in their vacation bank. There will be no loan of vacation hours. Vacation time may not be donated to other employees. Vacation time may be used for low census hours with a supervisor's approval.

Managers and/or Director must be notified 24 hours in advance for vacation time usage. Departments or positions with special coverage needs may require more notice in order to arrange for coverage of duties. Any request for vacation may be postponed if special scheduling needs arise. Vacation time or sick time may be used for scheduled or unscheduled absences from work such as vacation, short termed illnesses, low census hours, and bereavement for employees regularly scheduled 76 hours or more per pay period (38 hrs per week) (see policy ER014 Work Status). The Performance Improvement Process will be initiated when an employee is absent without proper call-in, regardless of the number of absences an employee has on record. If the absence is mandatory, the employee has the option of taking the day without pay or using vacation time.

Terminating employees who have not given proper notice of resignation (4 weeks for salaried positions, 2 weeks for hourly positions) and those who have not completed their 90 day trial working period of employment will forfeit accrued vacation time at the time employment is terminated. Vacation time or Sick time cannot be substituted for notice. Holiday and Sick time are not reimbursed.

Terminating employees who have given proper notice of resignation (4 weeks for salaried positions, 2 weeks for hourly positions) will receive vacation time accrued to date of resignation, less vacation time used. (Example: termination date July 1, will receive 7 months of accrued vacation time, less vacation time used). Terminating employees who have 10 years of seniority or more will receive either the percentage of vacation time accrued or up to 80 hours of accrued time, whichever is greater. Holiday and sick time are not reimbursed.

Regular Full Time employees will accrue vacation time according to length of service with Family Focus Inc. and their category of employment. (See attached graph) Yearly accrual dates begin the first pay period in January to the last pay period in December. New hires will begin accruing vacation time beginning the date of hire, but will not be eligible to use vacation time until after completing the 90 day introductory period. New employees' paycheck will not show vacation accrual until after the 90 day introductory period. The amount of vacation time will depend on the month employee begins employment. (Example: employee begins employment in May, after employees 90 day introductory period ends in July; the employee will receive 8/12 of the yearly vacation accrual until January 1st when the new accrual period begins). Employees' vacation hours must be used within this 12-month period. Unused vacation hours will not carry over at the end of each year.

PROCEDURE

1. Employees must complete a Time off Request form listing the number of hours or days requested. If an employee is on vacation time, it is the employees' responsibility to enter her timesheet for her time off. If an employee is on any type of Leave of Absence, the employees' supervisor will be responsible to complete their timesheet each week until they return to work.
2. Two weeks notice is required for three days or more of vacation time. The manager approves the vacation time and sends the Time Off form to the HR Administrator. (For Holiday time, please refer to policy ER-010)
3. The usage of vacation time should be listed on hourly employee's time sheets and weekly schedules.
4. FFI Receptionist shall notify the office staff of employees that are taking time off.
5. Employees are not to be called during the usage of vacation time, except in an emergency situation.
6. Employees are required to consult their Supervisors and obtain coverage for their clients while on vacation.
7. Because of the nature of the FFI Programs and the need for continuity of care for our clients, staff cannot take more than 9 consecutive days off, including weekends, except for a personal or medical leave of absence without special exception from their supervisor.
8. Quitting without giving proper notice (4 weeks for salaried positions, 2 weeks for hourly positions) will result in loss of vacation time.
9. Salaried employees: (refer to ER-012)
 - a. Absences of one or more full days for personal reasons or sickness other than FMLA or disability are required to utilize vacation and/or sick time. If vacation and sick time have been exhausted deductions of pay for full days would occur.
 - b. Partial days: All partial days must be approved by the Director. Vacation or sick time must be utilized for any regular work day for which less than 4 hours have been worked other than FMLA or disability. When vacation and sick time are exhausted, and the employee needs to work less than 4 hours on a regular work day the employee will be compensated for 8 hours and will initiate the Performance Improvement Process.
10. If an employee has exhausted their vacation hours, it will be the Directors discretion to allow time off without pay. Vacation hours may not be donated from other employees, nor loaned.
11. Vacation time is not to exceed the employees normally scheduled work hours (40 hours per week), as reflected on each employee Action Form. Therefore, a full time employee may only utilize a maximum of 80 hours of vacation time off per pay period of 10 working days actual scheduled paid days, or a combination of vacation and worked hours to equal 80 hours.
12. Vacation time may be used for Bereavement leave. Bereavement leave up to three days is considered an excused absence for immediate family only, which includes: a son or daughter – biological, adopted or foster child; a stepchild, or a child of a person standing in the place of a parent. A spouse (the spouse must be legal in

the state), a parent (the parent must be a parent or someone who stood in loco), or a parent of current legal spouse, immediate grandparents of the employee or immediate grandparents of their spouse (the spouse must be legal in the state) and siblings of employee or the siblings of a current spouse (the spouse must be legal in the state).

Usage of vacation for Short-term illnesses including FMLA. (see policies ER-051 and ER-012)

- **Employee must use Vacation days for short term illnesses including FMLA absences if available before using Sick time.**

Family Focus Inc. - PAID TIME OFF ALLOWANCE BANK

Status	Yrs work	Holiday	Sick	Vacation
Part Time Hourly PTA (Non-Benefit eligible)		N/A	N/A	N/A
Full Time Hourly	0 yr to 1 yr	6 days	48 hrs / 6 days	40 hrs / 1 wk
Full Time Hourly	2 yrs to 3 yrs	6 days	48 hrs / 6 days	80 hrs / 2 wks
Full Time Hourly	4 yrs to 5 yrs	6 days	48 hrs / 6 days	120 hrs / 3 wks
Full Time Hourly	6 yrs to 9 yrs	6 days	48 hrs / 6 days	160 hrs / 4 wks
Full Time Hourly	10 +	6 days	48 hrs / 6 days	200 hrs / 5 wks
Full Time Salary Managerial	0 yr to 1 yr	6 days	48 hrs / 6 days	80 hrs / 2 wks
Full Time Salary Managerial	2 yrs to 3 yrs	6 days	48 hrs / 6 days	120 hrs / 3 wks
Full Time Salary Managerial	4 yrs to 5 yrs	6 days	48 hrs / 6 days	160hrs / 4 wks
Full Time Salary Managerial	6 yrs to 9 yrs	6 days	48 hrs / 6 days	200hrs / 5 wks
Full Time Salary Managerial	10 +	6 days	48 hrs / 6 days	240hrs / 6 wks
Executive	0 yr to 1 yr	6 days	48 hrs / 6 days	120 hrs / 2 wks
Executive	1 yr to 3 yrs	6 days	48 hrs / 6 days	160 hrs / 4 wks
Executive	4 yrs to 5 yrs	6 days	48 hrs / 6 days	200 hrs / 5 wks
Executive	6 yrs to 9 yrs	6 days	48 hrs / 6 days	240 hrs / 6 wks

Executive	10 +	6 days	48 hrs / 6 days	280 hrs / 7 wks
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