

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-020

SUBJECT: Vacations

EFFECTIVE DATE: July 1987

Policy:

It is the policy of Cottonwood, Inc. to grant vacations with pay to eligible full-time and part-time employees (See Policy No. 03-002). Cottonwood, Inc. does not allow "borrowing" against next year's vacation time.

Procedures:

1. Vacation benefits are always based upon anniversaries of the original date of hire of their current tenure.
2. Vacation benefits are to be awarded according to the following schedule:
 - A. Upon the first day of hire and every January thereafter all employees are awarded one discretionary day of vacation (prorated for part-time employees). This discretionary day must be used during the calendar year it is received or it will be forfeited. Employees hired in December have until the end of the first quarter to use their discretionary day.
 - B. At the end of the second full month of employment, one week of vacation will be awarded (prorated for part time employees) and must be used by the end of the 12th month or the unused portion will be forfeited.
 - C. At the end of the 12th and 24th months of employment, an annual benefit of two weeks will be given and must be used prior to the next employment anniversary.
 - D. After three to seven years of continuous employment, the annual benefit will be three weeks.
 - E. After eight to twelve years of continuous employment, the annual benefit will be four weeks.
 - F. At thirteen years of continuous employment, the annual benefit will be five weeks.
 - G. At the end of two full months of employment, full time directors and administrators will receive 60 hours of vacation (prorated for part time directors and administrators). This must be used by the end of the 12th month or it will be forfeited.
 - H. At the end of the 12th and 24th months, an annual benefit of three weeks will be given to directors and administrators.

I. After three to seven years of continuous employment as Director or Administrator, an annual benefit of four weeks will be given.

J. At eight years of continuous employment, the annual benefit will be five weeks.

3. Part-time without benefits and temporary employees are not eligible for paid vacations.
4. A request for vacation must be submitted by the employee in advance through Paycom for supervisory approval. For extending leave beyond vacation benefit available, see policy #03-022.
5. Cottonwood, Inc. cannot guarantee its ability to accommodate every employee's request for vacation at a particular time. In the event of conflicting vacation plans within a department, priority shall be established based on the order in which the requests are received and on coverage needs. It is the responsibility of the supervisor to ensure that staff coverage is adequate at all times.
6. Vacation leave is granted to employees for a period of rest from the duties and responsibilities of their position. No employee shall work at Cottonwood, Inc. during his/her vacation leave for the purpose of receiving additional compensation.
7. Vacation days will not be allowed to carry over. The employee will not be paid for unused vacation remaining at the end of their anniversary period. However, if an employee is requested by Cottonwood, Inc. to cancel vacation plans and the vacation cannot be rescheduled before the end of the anniversary period, the employee shall be permitted to reschedule for the following year. Written approval must be given by the Department Director to Human Resources for this to be allowed.
8. Vacation benefit must be used as an extension of expired sick leave benefits prior to using unpaid leave.
9. Pay in lieu of vacation will not be allowed.
10. No allowance will be made for sickness or other compensable type of absence occurring during a scheduled vacation.
11. Vacation leave and sick leave benefits do not continue to build during unpaid leave except for FMLA leave.
12. Employees will be paid for vacation hours earned but not taken if the employee is terminated because of death, retirement or voluntarily, provided the required amount of notice was given and all scheduled hours between resignation and termination were worked. Employees will not be paid for unused vacation hours if the employee is terminated involuntarily, inadequate or no notice given or if all regularly scheduled hours between resignation and termination were not worked or absences approved.