



Taylor Davis Landscape and Construction

Vacation Policy for Employees

Purpose

The Taylor Davis Landscaping Company Inc. recognizes the importance of employees' having the opportunity to have leisure time and attend to nonwork matters. Therefore, the company will attempt to grant all exempt employees vacation leave at the time they desire to take it. However, the company must always maintain adequate staffing. Therefore, vacations must be scheduled in advance and with prior written approval of the employee's supervisor.

Eligibility

All regular, full-time employees are eligible for a weekly vacation after one year.

Procedures

40 hours Vacation is earned by the eligible employee at the 1-year anniversary of hire.

- The operations manager will take requests, schedule employees and keep a calendar with no more than 3 employees on vacation at the same period.

Vacation scheduling conflicts

When conflicts develop, they will be resolved fairly, but as deemed appropriate by management. All other factors being equal, preference will generally be given to the employee who makes the earliest request, but other legitimate factors may be considered, including seniority and the amount of vacation time already taken by the employees involved.

Minimum vacation time increments

Vacation may be taken by eligible employees, with prior supervisory approval, at times that best meet the needs of the company. Employees must take vacation time in increments of at least one hour. It is each supervisor's responsibility to monitor such absences and to ensure that they do not become excessive in relation to the hours worked by the employee.

Notice of absence

Generally, requests for vacation days must be submitted to the supervisor at least two weeks in advance. Employees may have the right in certain circumstances to make leave requests under the Family and Medical Leave Act (FMLA) or other laws on shorter notice. If the employee is requesting vacation leave for family or medical purpose, the employee should make sure that this purpose is made clear to management. The supervisor must approve any exceptions to this provision or any conflicts in scheduling. A department may impose additional guidelines as necessary to ensure efficiency and adequate staffing levels.

Unused vacation time

An employee may not carry forward unused vacation time. Any and all hours remaining from the previous year will expire the first day of the new year.



Taylor Davis Landscape and Construction

Termination of employment

Upon termination of employment, all accrued but unused vacation time will be paid at the rate of pay applicable at the time of termination of employment.

Pay in lieu of vacation

The company will allow employees to be paid for unused vacation time upon request. This is not retroactive but only for hours presently current.

Policy Adopted 11/4/21