



PROPOSAL KIT SAMPLE

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<<Company>> VACATION AND LEAVE POLICY

This document provides <<Company>> employees with important information and guidance concerning the company's policies and procedures, its code of conduct, its stated mission and goals, and all other organizational policies that govern all vacation and/or time off taken by employees of <<Company>>.

This document should not be considered a complete and comprehensive guide as to what is acceptable behavior or company policy, but should serve as a guide to aid staff with the most common or frequent questions and concerns they may have.

Policies, procedures, and guidelines contained in this document are subject to change, and all staff are encouraged to consult a Human Resources Manager should they have any questions that do not appear to be covered here. In all cases, the policies stated in the Human Resources Guide shall prevail in the event of any conflict between the information contained in the Guide and verbal statements about the Human Resources Guide or other company policies or procedures.

All employees must read and become familiar with these policies and procedures and refer to this policy if they have questions and concerns about vacation or time-off requests and the company policies or procedures that govern such requests.

Definitions of Personnel

"Full-Time Employees" shall be defined as all employees or agents of the company who are scheduled or authorized to work 32 or more hours per week and who have been recognized by the company Human Resources department as full-time employees and for whom a written contract is on file with the company Human Resources Department.

"Part-Time Employees" shall be defined as all employees or agents of the company who work less than 32 hours per week and who have been recognized by the company Human Resources department as part-time

employees and for whom a written contract is on file with the company Human Resources Department.

“Contract Employees” (“Contractors, Subcontractors”) shall be defined as all personnel or agents of the company who have a temporary employment contract with the company, regardless of how many hours they work per week.

Responsibility of Company

Company shall be responsible for distributing to all new employees, part-time employees, contractors, and other staff a copy of the Vacation and Leave Policy in print or electronic format(s).

Responsibility of Employees, Vendors, Contractors, and Other Staff

All policies and benefits are subject to change at Company’s sole discretion and are not intended to be part of any compensation agreement or promise.

Vacation Leave

Full-time employees and Full-time temporary employees are entitled to time off with pay for vacation or other personal reasons.

An employee accrues vacation leave credits for all hours in which he or she works. Vacation leave may be used for:

- a) normal work hours,
- b) paid vacation leave,
- c) paid sick leave,
- d) paid jury duty,
- e) paid military leave.

Accrual of vacation leave is as follows:

Full-time employees and full-time temporary employees with less than 60 months of continuous service with the company shall earn vacation leave at the rate of 10 days or 80 hours per calendar year.

Maximum Accrual

Full-time employees and full-time temporary employees may accrue vacation leave up to a maximum of 160 hours. After 160 hours have been accrued, an employee shall not accrue any additional hours until the employee reduces the total number of accrued hours to less than 160 total hours.

Vacation Leave Accrual for Partial Employment

DEMO CONTRACT

This demo contract has been truncated. The complete 5 page editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/company-employee-vacation-policy.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

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