

## <<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 ...

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