



CONSULTANT PAID VACATION AND HOLIDAYS

POLICIES AND PROCEDURES

1. PAID HOLIDAYS

- A. Consultants shall be eligible for the following six (6) paid holidays after sixty (60) days of continual service time:
 - a. New Years Day
 - b. Memorial Day
 - c. Independence Day
 - d. Labor Day
 - e. Thanksgiving Day
 - f. Christmas Day
- B. Consultants eligible for paid holidays must work a minimum of 24 hours in the week of a given holiday to be granted payment.
- C. Holidays are paid at the straight time hourly rate in effect at the time of the holiday
- D. Holidays are paid based on an 8-hour work day
- E. Holiday hours are not factored into overtime calculations. Overtime rates (when applicable) are only paid for hours worked over 40 in a pay week.

2. PAID VACATION

- A. Changes or deviations from this policy must have prior approval of the President.
- B. Employees shall be eligible for a period of 40 hours of paid vacation after one year from their original or revised start date, whichever is later.
- C. Vacation time may be taken in each year by eligible Consultants in accordance with their preference, consistent with the operation of the business.
- D. Vacation pay shall be the employee's straight time hourly rate, exclusive of overtime compensation, in effect at the time the vacation is taken.
- E. Consultants who are and who have been in "lay-off" status (termination due to lack of work) for periods not in excess of 60 days, who return to work immediately upon call by the firm shall be reinstated.
- F. All accrued continual service time shall be canceled for any Consultant who has been separated for more than sixty days.
- G. Unused vacation time will not be carried over or "cashed out" at the end of your anniversary year. Upon termination (voluntary or involuntary) there will be no "cash out" of unused vacation time.
- H. Vacation time is to be taken in half day (4 hours) or full day (8 hours) increments.