



HART Mechanical, Inc.

Plumbing, Fire Protection, and
HVAC Services

To: Personnel

From: Robert C. Gibbons, Pres.

Date: November 16, 2010

Subject: **Vacation Policy - Effective Date:** 1/01/2010

Employee vacation days are earned on an annual calendar basis (Jan 1st to Dec 31st) and redeemed in the next calendar year. Employees are eligible to earn vacation time after the successful completion of their 90 day probation period. Employees are eligible to redeem vacation days earned after one year's service.

A vacation day is earned every 73 days (365/5). For new employees in year one vacation days accrue as per the accrual calendar listed below. If the employee starts before a date listed in the calendar they are eligible for the specified days associated with that calendar.

On an annual basis each employee has the ability to accrue up to 5 paid vacation days depending upon their hire date. The accrual calendar starts on January 1st of each year and ends on December 31st of each year.

Earned vacation days from the previous year are paid out in the current year. At the end of the current year, any unused vacation days from the prior year will be paid out to the employee. Only current year accrued vacation days can be carried into the next calendar year.

Vacation Accrual Calendar:

Start

<u>Date</u>	<u># of Days</u>	<u>Vacation Accrued</u>
1/01/XX	5	73 days accrual starts here.
3/14/ XX	4	Employee receives one day of vacation time.
5/26/ XX	3	Employee receives one day of vacation time.
8/07/ XX	2	Employee receives one day of vacation time.
10/19/ XX	1	Employee receives one day of vacation time.
12/31/ XX	0	Employee receives one day of vacation time.

Examples:

If an employee is hired on 5/14/09 between the periods 5/14/09 to 12/31/09 they will accrue 3 paid vacation days. The first accrual will start from 5/14/09 through 5/26/09.

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If an employee is hired 8/08/09 between the periods of 8/08/09 to 12/31/09 they will accrue 1 days of paid vacation time. The first accrual will start from 8/08/09 through 10/19/09.

If an employee is hired 11/01/09 between the periods of 10/19/09 and 12/31/09 they will accrue No paid vacation day.

Employee Terminations

Employees that leave the company either on their own decision, are laid off, or terminated shall be paid out any earned and unredeemed vacation days. Employees with service greater than 90 days are eligible to accrue vacation days.

A vacation day is earned every 73 days. The payroll department will calculate and payout any eligible vacation days to terminated employees. They will provide employees with an explanation of how the vacation pay out calculation was made.

Examples:

An employee started work with Hart June 1st and was terminated August 20th (81 days of service). The employee would not be eligible for any vacation time because they had not completed the 90 day probationary period.

An employee was laid off March 31st of their 2nd year of employment. In year 1 they earned 3 vacation days but were not taken yet because they had not reached a year of service. They will be paid out 4 days of vacation pay; 3 for the prior year and 1 in the current year.

Employee Signature

Print Name

Date

**A copy of this memo will be kept in your personnel folder.*

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