

## 1.0 PURPOSE

Emma Justine Salon understands the importance of taking vacations. But bills do not take time off. Emma Justine Salon wants you to have peace of mind while you are relaxing with paid time off.

## 2.0 SCOPE

This policy applies to full-time employees scheduled to work at least 32 hours per week. Part time employees are ineligible.

## 3.0 POLICY

### 3.1 Vacation Accrual Schedule

Employees will receive vacation time based on their length of service with the salon. Vacation time is front loaded upon completion of the 12 month tenure.

Years of Service	Employees Scheduled to Work 32+ Hours per Week
1 – 3 years	1 week (4 Days) = \$500.00
4 – 9 years	2 weeks (8 Days) = \$1000.00
10+ years	3 weeks (12 Days) = \$1500.00

### 3.2 Use of Vacation Time

Request for any vacation must be requested in an email form to the management team. Vacations must be scheduled in advance with the approval of management, and in accordance with the salon's requirements for scheduling time off. Requests for vacation should be submitted as far in advance as possible. But a minimum of 8 week notice is required. Requests will be reviewed on the basis of business needs, staffing requirements, and other relevant factors and, therefore, the manager may not be able to respond to vacation requests immediately.

Unused vacation days do not carry over into the following year(s). Unused vacation hours will be forfeited upon separation from the salon (regardless of the reason for termination).

### 3.3 Vacation Pay

Flat rate of \$500.00