

Holidays

Our company normally observes the following holidays during the year:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday.

Full-time staff members are eligible for paid holidays after completing their introductory period.

Exempt staff members will receive holiday pay in compliance with state and federal wage and hour laws.

Non-exempt staff members must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless you are absent with prior permission from Shawn Kirk.



Vacation & Sick Time

Full-time staff members are eligible for paid vacation time.

Vacation is calculated according to your anniversary date as follows:

After 120 days of employment all employees will be given (40 Hours) NJ State Sick-Days. This time can be used for any reason as outlined by the NJ Department of Labor or

can be used for personal time off as requested. At the time you advise management of your absence, you must advise you will be using a paid sick day. We cannot backpay sick time. We have established our benefit year to be January 1st to December 31st. Every January 1st your (40 Hours) sick time will be reset.

After two full anniversary years and every year of employment thereafter, employees shall be entitled to (40 hours) of paid vacation.

Submit vacation requests in writing at least two weeks in advance to Shawn Kirk. When possible, vacation requests are granted, taking into account operating requirements. Length of employment may determine priority in scheduling vacation times.

Vacation cannot be carried over from one year to the next nor is vacation pay granted in lieu of taking the actual time off.

At the end of employment, eligible staff members will not be paid for earned but unused vacation, unless state law dictates otherwise.

