

Management Benefits (page 19 of Management Handbook)**MANAGEMENT AND OFFICE STAFF VACATION**

Policy:

All full-time management and office staff employees are eligible for a paid vacation after each full year of continuous employment with AES.

Years of Service	Vacation
1 Year	2 weeks
4 Years	3 weeks
10 Years	4 weeks

Provisions:

1. Vacation time and pay must be taken within twelve (12) months of the date vacation is earned. No partial year accrual or carry over of vacation is permissible unless required by state law. Payment for unused vacation (in lieu of time off) will not be paid to an employee.
2. Five (5) working days constitute one week's vacation pay. Regularly scheduled off days should be arranged for the proceeding or following weekend, so that seven (7) consecutive days of non-work will be available. Two consecutive weeks of vacation time should not be taken unless approved by John Wade.
3. If Christmas or Thanksgiving fall within a vacation week, the employee may take an extra day of vacation with pay.
4. When an employee has been on an approved leave of absence, a deduction will be made in the length of service.
5. In the first year of service with AES the employee is eligible for one week of vacation after the initial six months of service. The one week is seen as an advance on the two weeks that are earned after one year of service. **With the approval of the supervisor a management employee may take a week of vacation without pay. It must be a full week (five days).**
6. An employee that leaves AES before completing one year of service is entitled to no vacation pay unless required by state law. If vacation time has been taken prior to one year of service, this amount will be deducted from the final paycheck.
7. A promoted Shift Manager becomes eligible for management vacation on the anniversary date of the promotion to a management position and will receive prorated vacation pay as a Shift Manager at the time of the promotion. Future vacation benefits will be earned based on the years of service in a management position.
8. The Years of Service Calculation for vacation purposes will be your date of hire or promotion.
9. Termination for cause may result in a forfeiture of unused vacation.
10. Failure to provide a two week notice of resignation may result in forfeiture of unused vacation.

Requesting Vacation Process: **Requests are a minimum two-week prior notice**

1. Employee requesting vacation completes the request form and submits it to their supervisor for approval.
2. The supervisor checks with payroll to validate vacation time is available. The supervisor communicates with the employee, signs the request if approved, and submits to payroll.
3. Payroll reviews the signed request form for accuracy and records vacation to be used.
4. If there are issues payroll communicates to the supervisor.
5. Any exceptions to this must be approved by the CPO and CEO.