Singleton Schreiber
FEARLESS ADVOCACY

Vacation Accrual Policy

Vacation

Vacation is a time for you to rest, relax, and pursue special interests. SSLLP has provided paid vacation as one of the many ways in which we show our appreciation for your loyalty and continued service.

Eligibility

All regular full-time, non-exempt employees and all regular part-time, non-exempt employees who regularly work at least 20 hours per week are eligible to accrue paid vacation. Part-time employees working 20 to 29 hours per week will earn vacation on a prorated basis. Full-time employees are those working 30 plus hours per week.

Vacation accrual begins on the first day of regular employment but cannot be used by new employees until employees have completed a 90-day waiting period. Vacation is accrued according to the schedule in this policy. Vacation will not be earned during an unpaid leave of absence.

Vacation Accrual Schedule

Employee Category	Days per year	Accrual Cap	Per Pay Period
Full Time 30 plus hours	10 days (80 hours)	120 hours	3.33 hours
Part time 20 to 29 hours	5 days (40 hours)	60 hours	1.67 hours

Vacation will continue to accrue until an employee accrues 1.5 times the employee's annual accrual amount. No additional vacation hours will accrue once an employee reaches this cap. Employees must use some of their vacation time and bring their accrual below the maximum before any additional vacation will accrue.

Vacation Policies

Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay, if applicable, rather than to vacation pay.

Every effort will be made to grant your vacation request at the time you desire. However, vacations cannot interfere with SSLLP's operation or court appearances, and therefore must be approved in advance by your direct supervisor. It is strongly suggested that you wait to schedule travel arrangements until your vacation request is approved. The firm will not be responsible for any costs incurred for travel that was not approved before the costs were incurred.

Termination

Employees will be paid for any accrued but unused vacation at their base rate of pay upon termination.