



Vacation Policy

Policy Statement

As per The Fair Labor Standards Act (FLSA), payment is not required for vacation or holiday time. However, BBK Consulting Inc. puts heavy emphasis on employee health and work-life balance and encourages employees to take vacation leave to maintain their personal health and productivity.

The amount of vacation days you are eligible to receive is dependent on your length of service and employee status.

Purpose

The purpose of the policy is to outline the policies and procedures in place at BBK Consulting, Inc. with regard to vacation eligibility and scheduling of vacation time.

Definition

Vacation Eligibility and Accrual

All full-time hourly and salaried employees are eligible to earn vacation days. All part-time hourly employees are not eligible to earn vacation days. New employees will accrue paid vacation, effective their start date with BBK Consulting Inc. and will be eligible to take paid vacation after the successful completion of their probation period. Vacation time cannot be cashed out. Vacation accrual is calculated per the chart below. Changes in vacation eligibility take place as of January 1st of the following calendar year.

Hourly and Salaried Employees

Length of Employment	Vacation Accrual	Days Accrued Per Pay Period
<i>1 Year</i>	<i>5 days</i>	<i>.208 days or 1.67 hours</i>
<i>2 – 6 Years</i>	<i>10 days</i>	<i>.417 days or 3.33 hours</i>
<i>7+ years</i>	<i>15 days</i>	<i>.625 days or 5 hours</i>

Procedure & Scheduling of Vacation

All employees must seek approval from their manager to take vacation. Once approved, the employee and manager must agree on a mutually acceptable time and schedule days being taken.

Factors such as the following are taken into consideration when scheduling vacations:

- Work volume;
- Minimum staffing requirements;
- Coordination with other employees;
- Peak workload periods;
- Personal circumstances of the employee;
- Blackout periods

Vacation time is approved at the sole discretion of the Company and may be restricted during busy times of the year.

A maximum of five (5) days will be allowed to be carried forward to the next calendar year. Any unused vacation time beyond the allotted five (5) days will be lost. Any exception to this must be approved by senior management.

If Employment Ends

If your employment ends for any reason (whether ended by employee or employer), the employee will not be entitled to receive vacation pay for unused, accrued vacation time. Any negative balance owed will be deducted from the employee's final pay.

Employee Name

Date

Employee's Signature

Managers Signature