



VACATION ACCRUAL POLICY

This policy is effective for all new CTI employees hired as of October 1, 2020 and is effective January 1, 2021.

Eligibility

Office employees begin accruing upon hire into a benefits-eligible position. New employees will be required to work 30 days prior to becoming eligible to take any accrued time for that year. Eligible employees must be scheduled to work full time on a regular basis; seasonal, interns and temporary employees are not eligible to accrue vacation.

Accrual and Payment

Accruals are based upon paid hours up to 2,080 hours per year, excluding overtime. In a full-time employee's first calendar year, they will accrue 1.53 hours of vacation per week, which they will be entitled to use after a 30 day period. Their accrual rate for all subsequent calendar years will depend upon their years of service and becomes effective on the employee's date of service. See tier levels below:

Years of Service	Maximum Accrual	Weekly Accrual Rate
0 - 4	10 days* (80 hours)	1.53 hours
5 - 9	15 days (120 hours)	2.3 hours
10 + years	20 days (160 hours)	3.07 hours

**Pro-rated for new hires based on their date of hire*

Requesting Vacation

When using vacation, employees should provide their supervisor with reasonable notice and obtain approval to use vacation requested. This allows for you and your supervisor to prepare for your time off and assure that all staffing needs are met. Requests will be approved based on a number of factors, including department operating and staffing levels. If the request is unable to be granted, your supervisor will provide an appropriate reason. Your supervisor will make every reasonable attempt to approve requested time off. Vacation may be taken in increments of 4 hours.

Scheduling Vacation

Vacation requests are to be submitted by employees through the ADP self-service portal. Please refer to the ADP request process for vacation submission and approval on the CTI intranet: HR > Quick Guides

- Vacation compensation shall be paid at the employee's base rate of pay in effect at the vacation time is taken.
- Vacation does not carry over from year to year.
- No compensation for unused vacation will be provided—it is lost.

Payment upon Separation

In accordance with state law, an employee will be paid upon separation for all vacation hours accrued but not yet used.