



# PROPOSAL KIT SAMPLE

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<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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## <<Company>> VACATION, SICK LEAVE, AND TIME-OFF POLICY

This document provides <<Company>> employees with important information and guidance concerning <<Company>>'s policies and procedures, its code of conduct, its stated mission and goals and all other organizational policies that govern all Vacation, Sick Leave, and Time Off taken by employees of <<Company>>.

This document should not be considered a complete and comprehensive guide as to what is acceptable behavior or company policy, but should serve as a guide to aid staff with the most common or frequent questions and concerns they may have.

Policies, procedures, and guidelines contained in this policy are subject to change, and all staff are encouraged to consult a Human Resources Manager should they have any questions that do not appear to be covered here. In all cases, the policies stated in the Human Resources Guide shall prevail in the event of any conflict between the information contained in the Guide and verbal statement about the Human Resources Guide or other Company policies or procedures.

Each employee must read and become familiar with these policies and procedures and refer to this policy if they have questions and concerns about Vacation, Sick Leave, or Time-Off requests and the company policies or procedures that govern such requests.

### **Definitions of Personnel**

"Full-Time Employees" shall be defined as all employees or agents of the company who are scheduled or authorized to work 32 or more hours per week and who have been recognized by the Company Human Resources department as full-time employees and for whom a written contract is on file with the Company Human Resources Department.

"Part-Time Employees" shall be defined as all employees or agents of the company who work less than 32 hours per week and who have been recognized by the Company Human Resources department as Part-time

employees and for whom a written contract is on file with the Company Human Resources Department.

“Contract Employees” (“Contractors, Subcontractors”) shall be defined as all personnel or agents of the company who have a temporary employment contract with the company, regardless of how many hours they work per week.

#### **Responsibility of Company**

Company shall be responsible for distributing to all new employees, part-time employees, contractors and other staff a copy of the Vacation, Sick Leave, and Time-Off Policy in print or electronic format(s).

#### **Responsibility of Employees, Vendors, Contractors, and Other Staff**

This Vacation, Sick Leave, and Time-Off Policy will also serve as a guide to the benefits offered to employees by the Company. These policies and benefits are subject to change at the Company’s sole discretion and are not intended to be part of any compensation agreement or promise.

## **Vacation Leave**

Full-Time Employees and Full-Time Temporary Employees are entitled to time off with pay for vacation or other personal reasons.

An employee accrues vacation leave credits for all hours in which he or she works. Vacation leave may be used for:

- a) normal work hours,
- b) paid vacation leave,
- c) paid sick leave,
- d) paid jury duty,
- e) paid military leave.

*Accrual of vacation leave is as follows:*

Full-Time Employees and Full-Time Temporary Employees with less than 60 months of continuous service with the company shall earn vacation leave at the rate of 10 days or 80 hours per calendar year.

### **Maximum Accrual**

Full-Time Employees and Full-Time Temporary Employees may accrue vacation leave up to a maximum of 160 hours. After 160 hours have been accrued, an employee shall not accrue any additional hours until the employee reduces the total number of accrued hours to less than 160 total hours.

### **Vacation Leave Accrual for Partial Employment**

Full-Time Employees and Full-Time Temporary Employees shall earn vacation leave at the full monthly rate when in a pay status for fifteen (15) or more calendar days during the pay period. When working less than fifteen (15) days during the pay period, employees will not earn vacation leave.

### **Scheduling and Approval of Vacation Leave**

Employees must request all vacation leave that totals five (5) or more consecutive days at least four weeks in advance of the date that the leave is requested to take place. Vacation leave that totals four (4) days or less must

be requested at least two weeks in advance of the date that the leave is requested to take place. All leave is subject to the approval of management and employees must make their request using the Company Vacation and Time-Off Request Form. Requests for leave that are not made through the Company Vacation and Time-Off Request Form shall be deemed inappropriate and shall not constitute official notification to the company of the Employee's request for leave. This includes authorization made through verbal, email, or written formats not using the Company Vacation and Time-Off Request Form.

### **Sick Leave**

Full-Time Employees and Full-Time Temporary Employees shall earn sick leave. Employees may take sick leave for the following:

- a) personal illness or injury
- b) illness or injury of an immediate family member

The definition of "immediate family member" shall be the employee's wife, husband, life partner, father, mother, brother, sister, child, and corresponding in-laws.

Employees are required to notify and report to their supervisor or manager prior to an absence for sickness or injury at the earliest opportunity. Employees must detail the reason for the absence and when they expect to return to work. Employees who do not communicate with their supervisor or manager for three consecutive days of absence may be considered as having abandoned their jobs and subject to termination.

### **Accrual of Sick Leave**

Full-Time Employees and Full-Time Temporary Employees accumulate sick leave at the rate of one workday (8 hours) for each full month worked. Earned sick leave may not be carried over from year to year. Full-Time Employees and Full-Time Temporary Employees shall earn sick leave at the full monthly rate when in a pay status for fifteen (15) or more calendar days during the pay period. When working less than fifteen (15) days during the pay period, employees will not earn sick leave.

Use of Sick Leave

## DEMO CONTRACT

This demo contract has been truncated. The complete 6 page editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/company-employee-vacation-sick-leave-policy.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

[ProposalKit.com/htm/proposal-software-products.htm](http://ProposalKit.com/htm/proposal-software-products.htm)

