



2022 VACATION SCHEDULE REQUEST

**VACATION POLICY**

In the first calendar year of employment, a regular, full-time employee will earn one day of vacation for each completed month of employment. If employed on or before the 15th of the month, one day will be credited. If the employee begins work after the 15th of the month, no credit is given. The employee will earn one day of vacation at the end of each completed month of full-time employment through December 31.

A regular, full-time employee is eligible to earn vacation time based on full years of employee tenure as of December 31. Vacation time is earned at the end of each completed month of employment. The maximum amount per year is as follows:

Number of years of continuous employment	Number of vacation days
Fewer than five	12 days
Five but fewer than 10	15 days
10 or more	24 days

**REQUEST PROCEDURE:**

Vacation schedules are subject to the approval of your supervisor. If two or more employees request the same dates and this would cause a burden on the department, then the employees and/or the supervisors should come to a compromise.

Below is a form to use **to request** your vacation. Please submit your request to your supervisor, even if you anticipate changes by **January 31**. Some things to keep in mind:

- Vacation time **should** be taken in blocks of one week. Blocks are **Monday** through **Friday**.
- Vacations do not excuse us from our responsibilities as employees. In other words, meetings need to be covered, etc.
- **All requests and changes for vacation must be approved by your immediate supervisor.**
- Scan and email your approved form to [PTAC.Vacation@scouting.org](mailto:PTAC.Vacation@scouting.org).

Name \_\_\_\_\_ Number of Vacation Days Allowed: \_\_\_\_\_

<u>DAY OF WEEK</u>	<u>DATE</u>	through	<u>DAY OF WEEK</u>	<u>DATE</u>	<u>TOTAL DAYS</u>
_____	_____		_____	_____	
_____	_____		_____	_____	
_____	_____		_____	_____	
_____	_____		_____	_____	
_____	_____		_____	_____	
_____	_____		_____	_____	
_____	_____		_____	_____	

Submitted by: \_\_\_\_\_  
(Employee)

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(Supervisor)

Date: \_\_\_\_\_