



Vacation Policy

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Purpose

The Beach Shops provides their employees paid vacation time according to the following guidelines to take time away from work to rest, relax, and pursue personal interest.

Scope

This policy applies to all full-time ~~full-time~~ employees become eligible for this benefit upon hire or upon becoming a full-time employee.

1.3. Part-time employees are not eligible for this benefit. Part-time employees include part-time temporary, part-time regular, and students.

2. Accrual

2.1. Based on Length of Service: Vacation time for eligible employees accrues each pay period at the following estimated rates:



Years of Service	Amount Earned per Month/Year
0-3 years	6.67 hours (10 days)
4-6 years	10.00 hours (15 days)
7-10 years	11.33 hours (





2.5

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2/24/2017

Revised language under Accrual 2.1, Use of Benefits 3.1, for full-time employees, 3.5, 3.5.1, and 3.5.2 for exempt employees; Distribution: 49er Policy Drive, email.