



Vacation / Sick Days Acknowledgement Form

Exeter Limousine offers paid vacation to regular full-time employees following their first-year anniversary with Exeter Limousine and is provided based on the following calculation:

Employees earn 1.25 days of vacation for each quarter of service. Earned vacation leave cannot be taken before it is accrued and approved.

Vacation may be taken in half-day increments of time.

Upon termination, unused earned vacation will be paid in a lump sum in the employee's final paycheck.

A maximum of one week paid vacation may be carried over from one calendar year to the next. Exceptions to this are allowed and granted on a case by case basis. (Extended timeframes will be considered during very slow periods)

The Office Manager maintains vacation days accrued and used. Each employee is responsible for verifying his/her pay stub to make sure the correct amount of hours appear. Employees are allowed 5 unpaid personal or sick days each year. After 3 years of service, these days are paid at full wage for hourly employees.

I acknowledge that I have received a copy and read Exeter Premier Transportation Services' policy on vacation and sick days. I understand this policy and concur with it.

Employee's Signature: _____

Date: _____

Employee's Printed Name: _____.