

VACATION REQUEST PROCEDURE

Definition of full time:

Vacation benefit is available to full time employees, which according to the employee handbook is defined as working 30 hours per week or more (1,560 annually).

Hire/Rehire dates and Annual Hours Requirement:

The employee must have worked continuously for Biaggi's for 1 year and need to accumulate 1560 hours worked during the year. If an employee has been rehired, the employee's anniversary year will be calculated using their rehire date, not their original hire date. Prior to approving a vacation, Management must run the Ctuit report for the year prior to the most recent anniversary date to make sure they have accumulated the 1560 hours.

Example: An employee is hired on 07/01/13, termed on 08/31/13 and was rehired on 04/01/14 and is inquiring about a paid vacation. The date of 04/01/14 is considered their date of hire. In order to qualify for a paid vacation, the employee must work at least 1560 hours from 04/01/14 to 03/31/15. If the employee worked less than 1560 hours during this period, they do not qualify for a paid vacation. If they worked more than 1560 hours, they qualify for a paid vacation, and the vacation time must be used prior to their next anniversary date of 04/01/16.

Calculating Average Hours:

Run a Ctuit listing for the 16 weeks prior to the vacation. Divide the total hours (including overtime) by 16 to come up with the average. The 16 week report needs to be submitted to the corporate office along with the signed vacation request form.

The maximum number of vacation hours paid for one week is 40 hours (even if their average is above 40 hours).

Vacation wages are paid at the employee's normal hourly rate or minimum wage (whichever is greater). If an employee regularly works between two departments, the vacation hours will be split between the two rates and departments shown on the 16 week report. The ratio used to split the hours and the rates will be calculated by the Payroll Department.

Vacation Dates:

List the days that the employee is taking the vacation. Vacation wages are paid only when time off is taken and cannot be issued/advanced prior to the employee taking their vacation. The Payroll Department will determine the proper pay period to record the hours based on these dates.

If vacation time is not used prior to the employee's next anniversary date, the benefit is lost for that year.

Submitting Vacation Request forms:

Management should submit the vacation form and 16 week report prior to the employee's scheduled vacation time. If a vacation is approved in error by Management without the employee meeting the 1560 hour requirement, and the employee has already taken the time off by the time the error has been discovered, the employee will not be paid the vacation time, and the time taken will need to be taken as unpaid.

All fields on the vacation request form must be completed in order to process the vacation request (incomplete forms or forms submitted without the 16 week report will be faxed back with a request for additional information). Please email the Payroll Department at PR@biaggis.com with any questions.