

BIAGGI'S, INC.

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Vacation Request Form

Employee Name _____ Employee # _____

Hire/Rehire Date _____ Location _____
(Rehired employees anniversary year will be calculated using rehire date)

Annual Hours _____ (run aloha report for the year prior to the most recent anniversary date, must have completed at least **1,560** hours to qualify)

Average Hours _____ (40 hours maximum, run aloha report for the 16 week period prior to vacation being taken, submit with request)

Vacation Dates _____ (vacation wages will only be paid when a vacation is taken, cannot be issued/advanced prior to employee taking vacation)

(Managing Partner's Signature)

Vacation Policies

Full time hourly employees become eligible for 1 week paid vacation after full time continuous employment of 1 year and having completed **1,560** hours during the year. This benefit will renew each year on the employee's anniversary date at the rate of 1 week per year until their fifth year. After completion of the fifth year, employees will receive a benefit of two weeks of paid vacation per year.

Vacation wages will be paid at the employee's normal hourly rate or minimum wage (whichever is greater) multiplied by the average weekly hours of the 16 week period preceding the vacation. The maximum number of vacation hours paid for one week is 40 hours (even if the average is above 40 hours). Vacation wages will only be paid when a vacation is taken and cannot be issued/advanced prior to the employee taking their vacation. If vacation time is not used prior to the employees next anniversary date, the benefit is lost for that year.

Vacation requests must be made in writing using the "Vacation Request Form". Requests need to be submitted at least 30 days in advance to the Managing Partner. Please keep in mind that every request can not be filled. In some circumstances Management may request that employees move their vacation time to facilitate the smooth ongoing operations of the restaurant.