

Management Time Off Request Form

Employee Name _____

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

Actual Dates of Vacation _____

of Vacation Days Used _____

(Supervisor's Signature)

(Date Signed)

Please print copy. Sign, date, and fax to 309-445-6648

Vacation Policies

Full time, management employees accrue 2 week paid vacation annually during their first 5 years of management employment. Employees may begin to draw against the accrued vacation time after 6 months of continuous employment. This benefit will renew each year on the employee's anniversary date at a rate of 2 weeks per year until their fifth year. After completion of the fifth year in management, employees will receive a benefit of 3 weeks of paid vacation per year. Unused vacation time may not be carried over to later years.

Vacation requests must be made in writing using the "Vacation Request Form". Requests need to be submitted at least 30 days in advance to your direct supervisor. Please keep in mind that every request can not be filled.