

# Office Vacation Policy

**Eligibility:**

Full time and part time office employees are eligible for vacation time following 30 days of service in the calendar year of hire and at January 1<sup>st</sup> of each calendar year thereafter.

**Covered Employees:**

Office and Management Employees located in residential field offices, utility field offices, commercial field offices, resource group field offices, Davey institute, Davey corporate and regional shops.

Benefits:	Vacation Benefit
Year of Hire	
Hire date is before October 1	1 week
Hire date was after October 1	2 days
Year 1*	
Hire date was before October 1	2 weeks
Hire date was after October 1	1 week
Year 2 through Year 6*	2 weeks
Year 7 through Year 14*	3 weeks
Year 15 and forward*	4 weeks

\*Calendar year in which employee has the referenced anniversary.



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## Use of Office Paid Time Off

- Office vacation is to be taken in the same year that it is earned. If employee takes vacation time before it is earned and employment ends, the employee will not be required to pay back taken but unearned vacation time.
- A part-time employee will receive the above benefits divided in half and rounded up to the nearest day.
- Vacation must be used by December 31 of each year or it is lost and may not be cashed out or carried over to the next calendar year unless required by applicable state law. Except where required by law, vacation must be used by December 31 of each year or it is lost – no carryover into the next calendar year. States that do not permit use-it-or-lose-it vacation policies are California, Montana, Nebraska, North Dakota, Rhode Island and Wyoming.
- If employment is ended before December 31, vacation earned for that year will be calculated on a pro-rata basis (i.e., if employment ends on March 31 and employee is eligible to earn 2 weeks vacation paid upon termination is 10 days times 3/12 equaling 2.5 days less the amount of vacation time taken). Except where required by law, there is no cash-out of unused vacation time.