

# Vacation Leave Policy Template

## 1. Purpose

This Vacation Leave Policy establishes guidelines for the accrual, use, and administration of vacation leave for all employees of .....

## 2. Scope

This policy applies to all ..... employees, unless otherwise specified by contract or local law.

## 3. Policy

### 1. **Eligibility:**

All full-time/part-time employees are eligible to accrue vacation leave.

### 2. **Accrual Rate:**

Employees will accrue vacation leave at a rate of ..... days per year/month.

### 3. **Usage:**

Vacation leave may be used for personal reasons at the discretion of the employee, subject to manager approval.

### 4. **Scheduling and Approval:**

Employees should submit vacation requests at least ..... days in advance. Approval is subject to business needs.

### 5. **Carryover:**

A maximum of ..... unused vacation days may be carried over each year.

### 6. **Payment Upon Termination:**

Unused accrued vacation leave will/will not be paid out upon termination of employment.

## 4. Roles and Responsibilities

- **Employees:** Request vacation leave in accordance with this policy.
- **Managers:** Review and approve/decline vacation requests based on workload and staffing needs.
- **HR Department:** Track leave balances and ensure policy compliance.

## 5. Exceptions

Any exceptions to this policy must be approved by .....

## 6. Policy Review

This policy will be reviewed on ..... and updated as needed.

## 7. Acknowledgment

Employee Name: .....

Signature: .....

Date: .....

