



## ASSOCIATE VACATION REQUEST FORM

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Fax: 812-401-5444 – or – email: Jobs.EvansvilleIN@ExpressPros.com

Employee Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Vacation Dates Requested: \_\_\_\_\_

Client Company: \_\_\_\_\_

Signature of Supervisor at Client: \_\_\_\_\_

### Vacation Pay:

This benefit is determined beginning with your first pay period with Express (this will be your "vacation start date"). This date begins a 52 week period during which vacation may be earned based on the schedule below. Thereafter, a new 52-week period begins and vacation pay may be earned based upon the same schedule. If you are off Express payroll for more than 180 days without working, you will be given a new vacation date upon your return to work. You can accumulate Vacation Benefits as determined below:

- At 1,000 Hours you earn 2 Days
- At 1,500 Hours you earn 1 Day
- At 2,000 Hours you earn 2 Days

A total of 5 days can be earned in a 52 week period.

Vacation pay is paid out for days that have been approved in advance utilizing the Vacation Request Form and signed by both Express and the Client. Associate must be on assignment to be offered a vacation day. Express does not extend vacation pay to Associates that do not take an actual day off. Vacation days that are not used are not paid out at the end of an assignment.

When normal work schedule is other than 8 hours per day, holiday and vacation pay will be adjusted accordingly.

All calculations used for holiday and vacation pay include OT hours.

**For office use only**

Vacation Start Date \_\_\_\_\_  
Hrs Worked \_\_\_\_\_  
Days Earned \_\_\_\_\_  
Days Taken \_\_\_\_\_