# Vacation Policy

Annual vacation leave is based on the following schedule related to years of employment with Super Simplistic Solutions:

Hours Worked Days Allowed per Year

0 – 6000 10 days

6001 - 10,000 15 days

10,001 + 20 days

You are eligible to take vacation days earned after you have been paid for 1000 hours. Each employee will be allowed to carry over into the next calendar year 120 hours of vacation. Any unused vacation in excess of 120 hours will be forfeited. Leave may be taken only after it is earned; no advance leave will be approved. Use of vacation time is subject to management approval, and requests should be made at least 2 weeks in advance. Only persons who remain employed are eligible for vacation. Upon voluntary resignation, employees may be paid for accrued vacation hours to a maximum of 120 hours. Leave hours of any kind will not be accrued on any overtime hours.