



PSYCHOTHERAPIST, CLINICAL SEXOLOGIST

VACATION LEAVE POLICY

Dulcinea Pitagora LCSW PLLC (the “Practice”) provides employees with vacation from work.

Accrual of Vacation for Employees

After 6 months of employment, employees are eligible to accrue vacation leave in proportion to the number of client appointments they have weekly. Instead of using an accrual method, Practice provides its employees with vacation leave up front. Employees receive a pro-rated number of vacation leave units on their first day of employment and subsequently receive 8 units of vacation time at the beginning of each calendar year.

Each week is split up into quarters, so 1 week is equivalent to 4 units of vacation leave and 2 weeks is equivalent to 8 units.

For example, if an employee wants to take half a week off (i.e., cancel 50% of the employee’s appointments), the employee will use 2 units (1/2 week) of vacation time, and have 6 more units (or 1 1/2 more weeks) of vacation leave left for the year.

No Accrual of Vacation During Certain Absences

Employees may not accrue vacation during unpaid leaves of absence, or other periods of inactive service, unless vacation accrual is required by applicable federal, state, or local law.

Requests for Vacation

All employees are encouraged to take their accrued vacation each calendar year. Employees should request vacation from their supervisor as far in advance as possible. The Practice generally will grant requests for vacation when possible, taking business needs into consideration.

No Carryover

Employees may not carry over accrued but unused vacation to the following year.

Termination of Employment

On termination of employment for any reason, employees forfeit any accrued but unused vacation time.

Administration of This Policy

If you have any questions regarding this policy or if you have questions about vacation leave policy that are not addressed in this policy, please contact Dulcinea Pitagora.

Any employee who abuses this policy will be subject to disciplinary action, up to and including termination of employment.

Acknowledgment of Receipt and Review

I acknowledge that I received and read a copy of the Dulcinea Pitagora LCSW PLLC’s Vacation Leave Policy.

Signature

Printed Name / Date