

Manager Vacation Policy and Request Form

Name _____

Date Submitted _____

VACATION POLICY

After having been employed as a restaurant Manager for a period of one year, Manager becomes eligible for an annual paid vacation of two weeks. The vacation is not earned, rather it is granted for the purpose of rest and relaxation. Employer reserves the right to approve the scheduling of vacation. Vacation must be requested in writing no less than thirty (30) days in advance of such vacation. Unless expressly agreed to in writing: 1) vacation time shall be granted on a full-week basis only; 2) vacation time will not carry over from one anniversary year to another; 3) vacation pay cannot be taken instead of vacation time; 4) unused vacation will not be compensated should employment be terminated for any reason. Vacation eligibility occurs annually on the employment anniversary. Manager has one year, until the next year's vacation eligibility date, to take the vacation.

First Year Vacation Options for Managers Promoted from Within

Vacation eligibility is based on the employment start date after a promotion date is established. If in the first year of management employment, the manager has a period of vacation remaining from prior to the promotion, the manager will have the following options: 1) take the remaining vacation pay as extra pay with no time off; 2) take the full remaining vacation time and receive the remaining vacation pay.

Vacation Pay in Lieu of Time Off

The company wants its managers to take vacations. Therefore, vacation pay cannot be taken in lieu of time off. However, there are some exceptions; 1) as indicated in the above paragraph for first year managers; or 2) under some circumstances approved in advance in writing by Tom Aldridge.

VACATION TAKING RULES

1. Vacations shall be for not less than one full week at a time.
2. Vacations shall begin on Tuesday and end on Monday. This way, the manager completes the Monday work before the vacation and the assistant completes it the following Monday.
3. Blackout dates: Vacations typically shall not be scheduled over: the weekends and day of Memorial Day and Labor Day; during Summerfest; the several days before during and after the July 4th holiday; the week of Thanksgiving, the week of Christmas, the week between Christmas and New Years; New Years Eve and Day; other weeks or days during which a significant event is occurring, e.g. a large convention at Third street.
4. Exceptions to rules #1-3 above will be considered only on a case-by-case basis depending on circumstances.

REQUESTING VACATION

1. Vacation requests shall be submitted in writing using this form only.
2. Vacation requests shall be submitted not less than **30** days in advance.
3. Submit this form directly in person to Tom Aldridge.
4. Do not confirm your vacation plans until a complete discussion of the particulars is had with Tom Aldridge and this request has been approved in writing.

VACATION READINESS CHECKLIST

1. First day/date not working? (Day of Week) _____, Date ____/____/____
2. Day/date resuming work? (Day of Week) _____, Date ____/____/____
3. Who will be "on-call" while on vacation ("Assistant")? _____
4. Does the "Assistant" understand that on-call is 24/7 and they must come in to work any shift they cannot arrange a replacement for? _____ (assistant's initials).
5. Who will do the commissary orders while you are gone:
 - 1st Order of week: _____ (assistant's initials).
 - 2nd Order of week: _____ (assistant's initials).
6. Does the Assistant drive? _____ If no, what transportation will they use? _____
7. Does the Assistant understand that running out of product is unacceptable and knows the procedure for borrowing from another store or picking up from the commissary? _____ (assistant's initials).
8. DCR clearance includes:
 - _____ Photos on file
 - _____ Finger Prints on file at police station (receipt should be in personnel file at office)
 - _____ DCR agreement signed (**attach**)Has the Assistant been cleared to do the DCR? _____
9. Who will do the Monday work with you the Monday before you leave? _____ (assistant's initials).
10. Who will do the Monday work when you are on vacation? _____ (assistant's initials).
11. The Assistant will need to present the materials to the office on Monday and remain for the meeting. Does this person understand this? _____ (assistant's initials).

*****IMPORTANT INSTRUCTIONS FOR ASSISTANT ACCESS TO MANAGER FUND*****

The assistant will need access to the Manager Fund to restock the assistant fund, the change fund and to do the DCR on Monday. **DO NOT GIVE YOUR CODE TO THE MANAGER FUND.** The office will issuing a temporary code to the assistant and erase the temporary code when you return. Before leaving for vacation, work with the office on taking an inventory of the manager fund and changing the code and the opposite when you return.

Submitted by:

Date: _____ Manager Signature: _____

Assistant understands his/her responsibilities per the above:

Date: _____ Assistant Signature: _____

Reviewed and Approved by corporate:

Date: _____ Assistant Signature: _____