

SAMPLE UNLIMITED VACATION POLICY TEMPLATE

INTRODUCTION

At [Company Name], we take pride in our employees' incredible work ethic, and we want to reward and recognize that by offering an unlimited vacation policy. Instead of a traditional vacation or sick day policy, you can request time off as you see fit. No vacation days will accrue, no time off will expire, and you won't see any mention of vacation time on your pay stubs.

We have adopted this policy because it embraces two key parts of our company culture: **trust in each other** and a **great work-life balance**. We believe that in order to do your best work, you should get the time you need for rest, rejuvenation, or recovery. This policy is also based on a mutual trust between you, your team, your manager, and the company as a whole.

Instead of accruing and tracking vacation time, you can simply plan the vacation time you'd like to take off with your manager and your team. The time off is yours to enjoy (or just there when you need it), as long as you follow the company guidelines detailed below!

WHO IS ELIGIBLE FOR UNLIMITED VACATION?

This policy applies to all salaried, exempt employees of [Company Name]. Due to time tracking requirements for non-exempt staff, unlimited vacation is available only to exempt employees.

WHAT CAN THE TIME OFF BE USED FOR?

The time off is yours, to use as you see fit! You can use it for vacations, staycations, weddings, illness, family illness, emergencies, mental health days, doctor's appointments, or any other personal matters that might require you to take time off from work.

HOW THE POLICY WORKS:

All time off requests are subject to approval by your manager. Managers approve vacation time on a first-come, first-served basis. Not all time off will be approved, but it is pretty rare for a time off request to be denied.

Some situations where it might be denied are very long-term requests of 4 or more weeks, or recurring time off, like every Friday. In other instances, it may not be possible to have several teammates out during the same week, or if your presence is required for a critical event.

Give as much notice as possible. For planned absences, it's best to put in the request 2-4 weeks in advance. For unplanned absences, please let your manager know as soon as possible. For unplanned absences of 3+ days due to injury or illness, please provide a doctor's note certifying that you are fit to return to work.

Use it! There are a lot of reports that unlimited time off gets used less than the traditional methods. To ensure that all of our employees are getting the benefit of our vacation policy, you should be taking a *minimum* of 15 days off each year. This is in addition to our ten paid holidays:

New Year's Day
Martin Luther King Jr. Day
Presidents Day (Washington's Birthday)
Memorial Day
Independence Day (Fourth of July)
Labor Day
Columbus Day
Thanksgiving
Christmas Day

Time off is still tracked. [Company Name] will track vacation time for all employees to make sure that employees are taking the minimum time off and don't take time off that compromises their performance. This also makes it easier to ensure proper coverage while the employee is out of office, as well.

This policy covers sick days. Included within this unlimited paid time off policy are paid sick days. Requests to use sick days should follow the same procedure outlined in this document. Since these days are included within this policy, they do not roll over or accrue.

Unused vacation days do not get paid out. Your ability to take paid time off is not a form of additional wages for services performed but is part of our promise to provide a flexible work schedule—including your ability to decide when and how much time to take off.

This policy doesn't cover all forms of leave. This vacation policy for salaried employees may not be used as a means to extend other types of leave, such as FMLA, Parental, Short- or Long Term Disability, leaves required by state law, and other extended leave situations. These types of leave are all handled separately. Please refer to the policies listed in the Employee Handbook or contact Human Resources if you have questions about any other type of leave.

This policy is built on trust! If an employee's performance declines significantly due to abuse of this policy, [Company Name] reserves the right to review the employee's use of this policy and determine if discipline or termination is appropriate.

HOW TO REQUEST TIME OFF

Request your time off through [describe how to do it with your current systems; typically, at least written notice is required, like an email]. Once approved, add the time off to your calendar.

Beyond that, employees are encouraged to:

- Communicate and collaborate with their team to ensure everyone takes leave without disrupting operations.
- Plan to delegate, postpone, or otherwise manage projects that will be affected by their time off.
- Prep any files, information, contact names/numbers that their coworkers might need.

The company will review this policy annually and address any issues.