

The vacation policy is as follows: Vacation will accrue on the first day of each calendar month, if you reach your max accrual you will forfeit the accrual for that month. You will start the year with what you have at the end of December and the accrual for January.

Vacation time must be scheduled with the approval of your supervisor. Approvals for vacation will be based on a first come, first serve basis.

You can check your accrual balance on the Paycom app or website:

<https://www.paycomonline.net/v4/ee/web.php/app/login>

<b>Years of Service</b>	<b>Monthly Accrual Rate</b>	<b>Max Accrual Limit</b>
90 days – 4 years	1 day = 8 hours	12 days = 96 hours
5 years – 19 years	1.5 days = 12 hours	18 days = 144 hours
20+ years	2 days = 16 hours	24 days = 192 hours