



**VACATION POLICY/REQUEST FORM**

ALL vacations will be limited to **10 days** or less and the following guidelines **MUST** be followed.

1. All vacations must be scheduled in advance and approved by your Pool Manager and Office Personnel.
2. The office must receive your Vacation Request Form approved by your Pool Manager and Office Personnel one (1) month prior to your vacation departure.
3. You are allowed 10 days for vacation during the Summer season:
  - a. 3-10 day vacation, you must contact the office/manager one (1) month prior to departure date.
  - b. All requests for vacation time must be submitted in writing and approved by your pool manager or the SCMG office.
4. **NO** vacations will be allowed during the following times unless it has been pre-approved during your interview:
  - a. No vacation time prior to June 8.
  - b. The day before and after 4<sup>th</sup> of July. (July 3,4,5)
  - c. No vacation time after August 15.
5. College students are expected to work until the last possible day before classes begin.

If you have any questions regarding this policy, please talk to us before your starting employment date.

Failure to adhere to this policy will result in dismissal.

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**VACATION REQUEST FORM**

LG Name: \_\_\_\_\_

Date: \_\_\_\_\_

Pool Name: \_\_\_\_\_

Pool Manager: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Approved by Pool Manager: \_\_\_\_\_

Date Received: \_\_\_\_\_

I have read the followed the vacation and scheduling policies. Signature: \_\_\_\_\_