

POPE SECURITY & INVESTIGATIONS, LLC-PSI

TITLE	:	Vacations / Time-off / Sick Time / Bereavement
GENERAL ORDER NUMBER	:	014
ISSUE DATE	:	12/01/11
AREA OF CONTROL	:	All Employees

I. PURPOSE

The purpose of this General Order is to establish guidelines, policy and procedure for the scheduling of vacations, requested time-off, sick leave or bereavement leave for all company employees. The inability to abide by this policy and procedure could result in being removed from the schedule as well as disciplinary measures being taken.

II. POLICY

No employee will be allowed to take vacation or request time off during the first ninety days of their employment. If an employee is sick during their first ninety days, they must provide a written doctor's excuse before being allowed to return to work. After ninety days, a written doctor's excuse is required for any absence from at least two work days before being allowed to return to work.

Vacation time can be taken only after an employee has been with PSI for at least one year and there is an available replacement for that employee during the period of time of their request. Also, two employees that work the same post assignment cannot be off work at the same time. Vacation time consists of five days within a twelve month period, and does not have to be consecutive.

Sick time is not earned or accrued while employed with PSI. If an employee is sick, they may be excused for no more than one scheduled shift without a written doctor's excuse. If an employee has been sick from their scheduled shift for two or more days, the employee must obtain a written doctor's excuse before they will be allowed to return to work. Employees will be allowed three unexcused absences from work during their first year of employment beginning after their first ninety days and four unexcused absences each subsequent year. Absences reset on each employee's anniversary date of hire.

Vacations requests, consisting of consecutive days, must be submitted in writing to Human Resources no less than 30 days prior to the dates being requested for vacation. Requests for time-off or single vacation days must be submitted at least two weeks prior to the date being requested for time-off. All requests must be received and approved prior to any

absence from work. The submission of a request alone is not an approval. Approvals will be granted on a first-come first-serve basis. In the event that two or more employees submit requests at the same time, approval will be granted on a seniority basis.

Bereavement leave will be two days for immediate family consisting of Grandparents, Parents, Siblings, Spouse, Children and Grandchildren. All other bereavement requests will be one day regardless of relationship.

III. REVIEW OF PROCESS

1. The Command Staff conduct a periodic review of this Order to determine if it should be revised, cancelled or continued in its present form.
2. This order shall remain in effect until revoked or superseded by competent authority.