

#15,322

As a new employee I have read, understand and agree to the following as stated below and in the Hunt County Employee Manual and the Hunt County Policies and Procedures Manual.

Vacation and Vacation Time, Policy

Accrual of vacation shall begin at the time an employee begins work in a position eligible to accrue vacation, but an employee must work for a minimum of six (6) months in such a position before being eligible to take any vacation. At the end of six (6) months, the employee will have accrued forty (40) hours vacation.

If an employee resigns, is discharged, or is terminated for any reason before working six (6) months, the employee is not eligible for vacation and will not be paid vacation.

I. Termination-Vacation Pay

C. If an employee resigns, is discharged, or is terminated for any reason before working six (6) months, the employee is not eligible for vacation and will not be paid vacation.

I understand vacation will not be available to use or be paid as stated above until I have worked six (6) months of full time employment from the date of employment.

Signature

Printed Name

Date: _____

Payroll Dept.
Packet

FILED FOR RECORD
12:00 o'clock P
NOV 27 2018
JENNIFER LINDENZWEIG
County Clerk, Hunt County
JLindenzweig

Insert the following on page 17 of the Hunt County Employee Manual, page 38 of the Hunt County Policies and Procedures Manual...

*

Vacation and Vacation Time, Policy

Accrual of vacation shall begin at the time an employee begins work in a position eligible to accrue vacation, but an employee must work for a minimum of six (6) months in such a position before being eligible to take any vacation. At the end of six (6) months, the employee will have accrued forty (40) hours vacation.

If an employee resigns, is discharged, or is terminated for any reason before working six (6) months, the employee is not eligible for vacation and will not be paid vacation.

Insert the following on page 39 of the Hunt County Policies and Procedures Manual...

* *

I. Termination-Vacation Pay

If an employee resigns, is discharged, or is terminated for any reason before working six (6) months, the employee is not eligible for vacation and will not be paid vacation.

Insert
in
Manuals