

# Peaceful Valley Donkey Rescue, Inc.



## **Paid Time Off Policy**

### **Hourly Employees**

On the anniversary of their hiring, full time hourly employees will receive an additional check for the amount equal to their regular pay times 80 hours. This represents payment for (5) vacation days and (5) sick days. Any time taken off work will not be subject to further compensation.

### **Salaried Employees**

During their first three years salaried employees will be compensated for a total of 10 personal days per calendar year not counting holidays or jury duty.

During their fourth, fifth and sixth year of employment, salaried employee will be compensated for a total of 15 personal days per calendar year not including holidays or just duty.

Seven plus years, employees will be compensated for 20 personal days per calendar year not including holidays or jury duty.

Any time taken off in excess of these days will not be compensated.