# Rhea Engineers & Consultants, Inc.

**Benefit Vacation Time/Personal Holiday Request Form**                **ver. 17.0 effective 1/1/25**

## Disclaimer / Instructions

All employees must submit requests for benefit vacation time/personal holiday hours a <u>minimum</u> of **five working days prior to the first day you will be absent** except for emergency situations. A copy will be placed in the employee's file when approved. This form is not to be used for tracking sick time. The employee is responsible for verifying his/her overall benefit time hours remaining with accounting if discrepancies occur.

**INSTRUCTIONS:**

+ Employee is to <u>open</u> the latest form from the intranet page, and complete colored table.

+ Employee should save as and name their form "EmployeeName-Ben01.docx" (ex. AmyBrown-Ben01.docx) and send via email to: lynn.tomlinson@rhea.us for completion and review. Note, with eachbenefit time range (January 1st to December 31st) the request numbering sequence must restart at "01."

+ Human Resources will complete the second table below, forward to the employee, and have it entered on the company calendar.

| Employee Name: | | Date of Request: |
|---|---|---|
| **Total Benefit Vacation Hours Requested:** | | |
| **Benefit Time Dates Requested:** | | |
| **Personal Holiday** ☐ | **Personal Holiday Date Requested**: | |

## Completed by Human Resources

| | |
|---|---|
| **Benefit Time Period** | |
| **Total Benefit Hours** | |
| **Benefit Time Hours Used This Period- Not Including This Request** | |
| **Pending Benefit Time Hours Approved But Not Used (future)** | |
| **Benefit Time Hours Requested From This Form** | |
| **Benefit Time Balance \*** | |
| **Personal Holiday Used** <br> **(Yes- Provide date, No- Check box )** ☐ | |

*\*Benefit Time Balance reflects the remaining balance after all personal, sick, and pre-scheduled benefit time has been calculated with the exception of sick time that was taken during the week of this request.*

Note: Benefit Time Balance assumes continuous calendar year employment. Benefit time provided prior to accrual will be garnished from pay if the individual is separated from Rhea for any reason prior to the end of the calendar year.

Comments:

☐          President Approved     *Marcella G Johnson*