



Vacation Policy:

Employees will qualify for a **One-Week Vacation (5 working days)** after the following requirements are completed:

VACATION

1. The employee must complete a minimum of **1800 Working Hours** upon his/her anniversary date of service with ISG.
2. **The entire vacation must be taken at one time.** ISG employees can not divide the vacation time throughout the course of the year.
3. **Vacation credits do not accumulate from year to year.**
5. The employee must provide a minimum of a **One-Month Notice** to Integrative Staffing Group prior to the start of the vacation.
6. It is the **sole responsibility of the temporary employee** to notify ISG upon completion of the above mentioned requirements in order to acquire the vacation.
7. The vacation pay is **\$ 300.00** and is a flat/fixed rate that will be provided **regardless of the employee's hourly wage.**
8. If an employee elects not to take a vacation but instead works his/her scheduled shift, the \$ 300.00 vacation pay will be granted in addition to his/her wages.