



Vacation Program

Vacation Structure

- 1 vacation day will be rewarded for every 400 hours worked.
- Hours worked include regular and overtime hours. Holiday hours are not included.
- A consultant’s accumulation of hours will not begin until approval from home office has been granted.
- Working 40 hours per week on average will allow for approximately 5 vacation days per year.
- 2 days will be allowed for rollover into the following year.
- A possible total of 7 a year (5 earned and 2 rollover).
- Vacation days can only be taken as earned; they cannot be taken before they are earned.
- Vacation days taken by the consultant must be approved by the client in addition to a Brooksource / Medasource Account Executive.
- No additional wages or salary will be paid to you for accrued but unused vacation time either during or upon termination of employment.

It is imperative that we realize these days cannot be taken when the client needs us most. It is unfortunate that we get caught working at odd times and when few others may have to, but that is part of the service our clients expect and a responsibility we take on. In most cases there will never be a problem with certain times requested being approved, but there is bound to be a time when a client cannot afford to have us out of the office. Please notify your Client manager and your Brooksource / Medasource Account Executive well in advance to insure approval.

I understand that my signature below indicates that I have read and understand the above

Signature

Date

Employee’s Printed Name

Information below this line for Company use only

Enrollment Date

Brooksource Representative