

	POLICY NUMBER HR-006
POLICY TITLE: Employee Birthday Policy	
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# Employee Birthday Policy

## General Overview

Vista Trans Holding Inc. awards all leave-eligible employees paid time off for their birthday. Eligible employees receive a day off during their birth month in recognition of their birthday.

## Applicability

To be eligible for Birthday Leave, an employee must be employed three months prior to their birthday

## Procedure

The Employee may take Birthday Leave at his birthday date or any other date during employee's birth month if his/her birthday falls on an Official Holiday / Saturday or Sunday as long as the absence is approved by the employee's supervisor, or in accordance with departmental leave procedures, prior to taking the leave.

If an employee is out on leave, they do not accrue their Birthday Leave again until they return to work. If they are out on leave the entire month of their birthday, then they are not eligible for Birthday Leave.

If an employee does not take his/her Birthday Leave within his/her birth month, the leave is forfeited for that calendar year.

Eligible employees request Birthday Leave as they do vacation and sick leave. Departmental approvers are responsible for ensuring the Birthday Leave is used within the birth month and that the employee has not already requested Birthday Leave for that calendar year before processing the request.