

VACATION/SICK LEAVE FORM



Child's Name: \_\_\_\_\_ Parent's Name: \_\_\_\_\_

Encompass Vacation/Sick Leave Policy:

VACATION/SICK LEAVE POLICY

- To receive vacation time at no charge the vacation/sick leave form must be completed and returned to the Center Director prior to the week of vacation or if sick within a week after returning to center.
A child enrolled Full Time, Prime Time or Daily between January 1 - May 31 will receive two weeks of vacation at no charge according to their enrollment status.
A child enrolled Full Time, Prime Time or Daily between June 1 - October 31 will receive one week of vacation at no charge according to their enrollment status.
Children enrolled November 1st or after will not receive vacation during the current calendar year.
Children scheduled as hourly care do not receive vacation or sick leave.
When a child is in attendance for only one day and absent for the other days, that week can be taken as an unpaid vacation/sick week. A Vacation Form must be completed and returned to the Center Director. Daily rate will be charged for the one day the child is at the center.
Vacation must be taken as five consecutive days, and cannot be used during the two week termination notice. The vacation year begins with the first full week in January.
Bellin Center families using Flexible Schedules are not eligible for vacation credits.
Schreiber Partners and Encompass employees may take vacation days by the day.
If you received scholarship assistance WI Shares Scholarships during the calendar year, any vacation credit given may be lowered based on the total amount of scholarship(s) received.

Week of Vacation: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

FOR OFFICE USE ONLY:

Center: \_\_\_\_\_ Center Director's Initials: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Accounting Personnel's Initials: \_\_\_\_\_ Scholarship \_\_\_\_\_ WI Shares \_\_\_\_\_ Date \_\_\_\_\_

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