



## Pioneer Human Services: Vacation & Leave

Pioneer wants employees to have good work/life balance, so we offer a variety of observed holidays and personal vacation days. See below for the list of company holidays and detailed information about the different types of leave and how vacation accrues.

### Observed Holidays\*

New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving  
Day after Thanksgiving  
Christmas Day or Religious Preference Day (to be selected by employee at time of hire)

\*Pioneer Industries may not follow this same schedule in a given year. If you're a P.I. employee, please contact your supervisor about observed holidays.

### Vacation

Employees are eligible for vacation if they work 30 hours per week on a regularly scheduled basis. All other employees (including temporary, part-time and on-call) are not eligible for vacation.

Length of Service	Vacation Time per Year
First year	10 Days (accrued at a variable rate after 90 days)
Second through ninth year	15 Days
Tenth year until separation or retirement	20 Days

You may carry forward no more than 120 hours if employed for less than 10 years of service.



## Sick Leave

Anyone required to work a minimum of 30 hours per week on a regularly scheduled basis accrues 8 days of sick leave each year. All employees who work less than this minimum are not eligible for sick leave\*. Unused sick leave may be accumulated without limit, but it will not be paid out to employees. If an employee separates from Pioneer Human Services, s/he will not be compensated for unused accumulated sick leave.

### \*Seattle and Tacoma Leave

#### **Seattle**

Seattle employers are required by law to offer paid sick and safe time to employees who work within Seattle city limits. The Seattle Paid Sick and Safe Time Ordinance covers full-time, part-time and temporary employees who work in Seattle, as well as employees who work in Seattle on an occasional basis (more than 240 hours per calendar year).

#### **Tacoma**

Beginning February 1, 2016, employers in Tacoma will be required to provide up to 24 hours of paid leave annually to employees working within Tacoma. The leave can be used for temporary time off of work when an employee or their immediate family member has health or safety needs. Other uses include work or school closures ordered by public officials or for bereavement.