



Unlimited Vacation Company Policy Template

Welcome to [Company Name]! We are excited to have you join our team. As part of our commitment to providing a positive work environment, we offer an unlimited vacation policy for our employees. This policy allows you to take time off as needed, without a set limit on the number of days you can take.

Here are some key points to keep in mind regarding our unlimited vacation policy:

- 1. Approval Process:** All time off requests must be approved by your manager to ensure coverage and workflow continuity. Please submit your requests in advance whenever possible.
- 2. Tracking Time Off:** While there is no set limit on the number of vacation days you can take, it is important to track your time off accurately. This helps us ensure that work responsibilities are covered and that there is no disruption to team operations.
- 3. Communication:** Open communication is key when it comes to taking time off. Please keep your manager informed of your plans and any changes to your schedule.
- 4. Workload Management:** It is important to plan your time off in a way that minimizes the impact on your workload and the team. Make sure to coordinate with your colleagues to ensure that projects and tasks are covered during your absence.
- 5. Company Holidays:** Our company observes certain holidays throughout the year. Please refer to the company calendar for a list of these holidays.

For more information on our unlimited vacation policy, please refer to the employee handbook or reach out to the HR department.

We hope you enjoy the flexibility and freedom that our unlimited vacation policy offers. Thank you for being a part of the [Company Name] team!

[Company Name] HR Team

Sources:

- https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_021891.aspx

