

*2024 Uptack time off policy regarding Holidays, Vacation, and use of Sick time

Full-time employees, who have been working at Uptack for at least ninety (90) days, and have successfully completed their introductory period, may be eligible for certain paid holidays.

Holiday & Vacation use:

On “early close” days prior to a holiday, employees may come in early during the week to make up the time in order to be paid for the full week.

On Friday July 5th the company is open for business. Any requests for time off will be based upon a first come, first serve basis as adequate coverage is required for ongoing jobs and office administration.

Uptack reserves the right to refuse the number of people using vacation days during certain times of the year, due to the needs of the business. Pre-planning vacation days ahead of time will help with scheduling and adequate company coverage. Time off requests will be based upon on a first come, first serve basis during this time as well.

Sick Time use:

Sick time is accrued at one (1) hour earned per thirty (30) hours worked. Accrued sick time is capped at forty (40) hours per calendar year and sick time does **not** carry over.

Sick time taken more than two (2) consecutive days will require a note from your doctor.

Please note:

Habitual Monday and Friday time off, whether scheduled or unscheduled, may be reviewed. If management feels that any time off taken is being abused, it will be investigated and addressed. Disciplinary action may also be taken.