

Vacation/Bonus Policy

Vacation/Bonus Policy*: Core Staffing Services offers a Vacation/ Bonus to temporary employees that work 1000 hours or more in a calendar year , from January to December . Temporary employees are entitled to a one (1) week paid vacation/bonus calculated by multiplying the weighted average hourly pay rate for that time period by the average hours worked each week - up to a maximum of 35 hours.

Temporary Employees are responsible for contacting the payroll dept or their counselor when they reach the 1000 hour mark. Employees have until the end of March of the next year to notify Core; otherwise the vacation bonus will be forfeited.

Only one vacation per year will be allotted per employee.

**This policy excludes payroll employees. Payroll employees are individuals who are recruited by a client to work specifically at that client and Core is providing a payroll service. These employees are not entitled to a vacation/bonus.*