



Ask the experts

# Vacation Time

## More than an Administrative Matter

Can offering vacation time benefit your organization as well as employees?

**Q:** Our organization is planning to develop a new vacation policy. What should we keep in mind when creating this policy?

**A:** Congratulations for taking this issue seriously. A vacation from work is no longer viewed as a luxury but as a necessity for stress management and good mental health. Offering vacation time helps develop happier and healthier employees. Over 80% of respondents to a recent survey reported feeling rested, rejuvenated, and reconnected with family and friends after a vacation. Additionally, 80% reported having a more positive outlook about their jobs when they take sufficient time away from the workplace. (See [hr.cch.com](http://hr.cch.com)).

Before you begin creating your new policy, check with other nonprofit organizations in your area. Try to make your policy competitive with theirs so that you'll be able to recruit and retain the best employees.

As you write your policy, find the answers to these questions:

- **How much** vacation time should each employee receive?
- **What procedures** should be used to schedule vacations?
- **Should there be** a waiting period before vacation time is granted?
- **How should** vacation time be accumulated?
- **Can employees receive** holiday pay while on vacation?
- **Should vacations** be restricted to specific times?
- **What if the office** or worksite is closed while an employee is on vacation? Does that day still count as a vacation day?
- **How does** retirement affect accrued vacations?
- **What happens** to vacation time if an employee becomes ill during vacation?
- **How will** accumulated vacation time be handled at termination?
- **Should the organization require** all employees to take a minimum number of vacation days each year?
- **How should** unpaid leaves of absences be coordinated with vacation?

Vacation time can be a valuable recruiting tool.

Be as generous as possible toward employees in answering these questions and creating new rules. Vacation time can be a valuable recruiting tool. It can also bless your organization with productive employees who are passionate about their work. ■

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