

# Your Time Off

Even the most dedicated employee needs time away from the job for rest and relaxation. Sodexo provides paid time off to allow you to balance work and personal interests.

Paid Time Off		
SodexoNet: <a href="#">Search Keyword: Paid Time Off</a>		
Plan	Description	
<b>Sick Leave</b>  <b>Eligibility</b> All full-time non-temporary salaried employees (class codes 1-4)	Waiting Period	6 months before taking a paid sick day
	Annual Accrual Rates	7 days
	Carryover	Up to 50 days
	Cash out	No
Plan	Description	
<b>Vacation</b>  <b>Eligibility</b> All full-time non-temporary salaried employees (class codes 1-4)  <b>California</b> If you are in the state of California, please contact your HR representative for additional details.	Vacation Days	Senior Salaried 0 – 1 year – 3 weeks 2 – 25 years – 4 weeks 26+ years – 5 weeks  Salaried 1 – 10 years – 3 weeks 11 – 25 years – 4 weeks 26+ years – 5 weeks
	Carryover	None
	Vesting	First day of each plan year
Plan	Description	
<b>Other Time Off</b>	Holidays	8 days
	Personal Days	3 days
	Funeral Leave	Up to 3 days of paid funeral leave following the death of an immediate family member, which includes your parents, parents of your spouse or domestic partner, step-parents, your children, step-children, domestic partner's children, grandparents, grandchildren, legal guardian or custodian, siblings, spouse or domestic partner.
	Jury Duty	If you have jury duty during your regularly scheduled work hours, you will receive your normal daily pay and any payment received from the court for up to 4 weeks.
	Family Medical Leave Act (FMLA), FMLA-like, or Military Leave	Contact your HR Representative for more information. Adoption follows FMLA Guidelines.