

Memo

To: All Employees
From: Management
Date: 12/14/2021
Re: Going over allotted days after Christmas party

Beginning in 2022, for any day that an employee exceeds their allotted days for that year **after the date of the Christmas party**, two days will be counted against their allotted **unpaid** days for the next calendar year.

Example: Employee A has exhausted all of her allotted days off in 2022 as of the 2022 Christmas party, which is on December 10, 2022 (fictitious date). Employee A does not have any pre-approved days off remaining for 2022 after 12/10/2022. Employee A calls out and misses two days of work (12/22 and 12/23). Employee A would have been allotted 15 days (5 paid, 10 unpaid) for 2023 on January 1, 2023. Employee A will now have 11 days (5 paid, 6 unpaid) for 2023 because four (4) unpaid days will be counted against her 2023 total (2x the 2 days in December, post-Christmas party) she missed.