**Time Off Guidelines 2023**

* Time off needs to be requested 2-3 weeks in advance or further. Paul and Jenny will confirm within 7 business days in person face to face.
* Employees need to schedule time off so that it is not at the same time as another employees time off. We are a small team and more than one person out at a time is very difficult to work around.

**January 1- March 15-** Very flexible. Employees can take up to one week off.

**March 15- the end of June-** Employees can not take off a Monday or a Tuesday. Other days we can talk about.

**July 1- Labor Day or September 1-** Employees may take up to 1 week off.

**September 1-November 21**- Employees can not take off a Monday or a Tuesday. Other days we can talk about.

**November 21-End of Season** normally near the second week of December- We are pushing as hard as we can to clean up the farm and finish planting in our tunnels so we can let folks have more time off around Christmas.

**Holidays**

Thanksgiving Week- Work Monday and Tuesday, off the rest of the week.

Christmas Break- December 15-January 1 or January 8 depending on seeding schedule.

July 4th- We are looking into this week trying to determine if we can take this week off this coming year. If we can do this, then employees would be encouraged to plan their time off for the summer during that week.

All other Holidays that fall during Monday-Thursday we do not take off.