



EMPLOYEE

Hand Book

Table of Contents

SECTION 1	3
INTRODUCTION	3
1.1 CHANGES IN POLICY	3
1.2 EMPLOYMENT APPLICATIONS	3
1.3 EMPLOYMENT RELATIONSHIP	3
SECTION 2	4
DEFINITIONS OF EMPLOYEES STATUS	4
“EMPLOYEES” DEFINED	4
EXEMPT	4
NON-EXEMPT	4
REGULAR FULL-TIME	4
REGULAR PART-TIME	4
TEMPORARY (FULL-TIME or PART-TIME)	4
SECTION 3	5
EMPLOYMENT POLICIES	5
3.1 NON-DISCRIMINATION	5
3.2 NON-DISCLOSURE/CONFIDENTIALITY	5
3.3 OFFICE HOURS	6
3.4 WORK LOCATION	6
3.5 LUNCH PERIODS	6
3.6 PERSONNEL FILES	6
3.7 PERSONNEL DATA CHANGES	6
3.8 INCLEMENT WEATHER/EMERGENCY CLOSINGS	7
3.9 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS	7
3.10 OUTSIDE EMPLOYMENT	7
3.11 CORRECTIVE ACTION	8
3.12 EMPLOYMENT TERMINATION	8
3.13 SAFETY	9
3.14 HEALTH-RELATED ISSUES	9
3.15 EMPLOYEE REQUIRING MEDICAL ATTENTION	9
3.16 BUILDING SECURITY	9
3.17 INSURANCE ON PERSONAL EFFECTS	10
3.18 SUPPLIES; EXPENDITURES; OBLIGATING THE COMPANY	10
3.19 EXPENSE REIMBURSEMENT	10
3.20 VISITORS IN THE WORKPLACE	10
3.24 IMMIGRATION LAW COMPLIANCE	10

SECTION 4.....	11
STANDARDS OF CONDUCT.....	11
4.1 ATTENDANCE/PUNCTUALITY	12
4.2 ABSENCE WITHOUT NOTICE.....	12
4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT	12
4.4 TELEPHONE USE	13
4.5 PUBLIC IMAGE.....	13
4.8 INTERNET USE.....	13
SECTION 5	14
WAGE AND SALARY POLICIES.....	14
5.1 WAGE OR SALARY INCREASES	14
5.2 OVERTIME	14
5.3 PAYDAYS	14
SECTION 6.....	15
BENEFITS AND SERVICES.....	15
6.1 GROUP INSURANCE.....	15
6.2 SOCIAL SECURITY/MEDICARE	15
6.3 VACATION, PERSONAL TIME OFF, SICK TIME.....	15
6.4 HOLIDAYS	16
6.5 JURY DUTY/MILITARY LEAVE	16
EMPLOYEE MANUAL-ACCEPTANCE.....	17

SECTION 1

INTRODUCTION

This Manual is designed to acquaint you with TekVista Inc and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of TekVista Inc. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1.1 CHANGES IN POLICY

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

1.2 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.3 EMPLOYMENT RELATIONSHIP

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, TekVista Inc is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy (See Section 3.13).



SECTION 2

DEFINITIONS OF EMPLOYEES STATUS

“EMPLOYEES” DEFINED

An “employee” of TekVista Inc is a person who regularly works for TekVista Inc on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the Company who are subject to the control and direction of TekVista Inc in the performance of their duties.

(Note: The FLSA is the federal labor law that covers minimum wage provisions, overtime pay, the Equal Pay Act, child labor laws, and other employment laws. <https://www.dol.gov/general/topic/wages>)

EXEMPT

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

NON-EXEMPT

Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

REGULAR FULL-TIME

Employees who have completed the Ninety day probationary period and who are regularly scheduled to work Thirty Two or more hours per week. Generally, they are eligible for the Company’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME

Employees who have completed the [90-day] probationary period and who are regularly scheduled to work less than Thirty Two hours per week.

TEMPORARY (FULL-TIME or PART-TIME)

Those whose performance is being evaluated to determine whether further employment in a specific position or with the Company is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the Company’s benefit programs.

SECTION 3

EMPLOYMENT POLICIES

3.1 NON-DISCRIMINATION

(For more information about your rights and responsibilities under federal equal employment opportunity laws regarding the following types of discrimination: race/color, age, sex, equal pay and compensation, religious, pregnancy, and the Americans with Disabilities Act, please see U.S. Equal Employment Opportunity Commission (EEOC) website. <https://www.eeoc.gov/laws/>)

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at TekVista Inc will be based on merit, qualifications, and abilities. TekVista Inc does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

TekVista Inc will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

3.2 NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential business information and trade secrets is vital to the interests and success of TekVista Inc. Such confidential information includes, but is not limited to, the following examples:

- Compensation data,
- Marketing strategies,
- Proprietary production processes,
- Conversations between any persons associated with the company.
- Financial information,
- Pending projects and proposals,
- Personnel/Payroll records, and

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3.3 OFFICE HOURS

TekVista Inc office is open for business from 9 a.m. to 6 p.m. Monday through Friday, except for Holidays (See Section 6.7, Holidays). If you are placed at a client side then client work hours is considered as TekVista work hours.

3.4 WORK LOCATION

You shall work at TekVista office or at client side based on the assignment. H1 employees are subjected to your LCA location specifics and guidelines.

3.5 LUNCH PERIODS

Employees are allowed a one-hour lunch break. Lunch breaks generally are taken between the hours of 11 a.m. and 2:00 p.m. on a staggered schedule so that your absence does not create a problem for co-workers or clients.

3.6 PERSONNEL FILES

Employee personnel files include the following: [job application, job description, résumé, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring.]

Personnel files are the property of TekVista Inc, and access to the information is restricted. Management personnel of TekVista Inc who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their own file should contact their supervisor or Human Resources Representative. With reasonable advance notice, the employee may review his/her personnel file in Company's office and in the presence of their supervisor or Human Resources Representative.

For H1 sponsored employees, a USCIS mandated Public Access Files will be available for general review. This may include some data that may consider protected in some scenarios. TekVista has to follow USCIS guidelines to stay in compliance.

3.7 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify their supervisor or Human Resources Department of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

An employee's personnel data should be accurate and current at all times.



3.8 INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. The decision to close the office will be made by the Executive Team.

When the decision is made to close the office, employees will receive official notification from their supervisors.

Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. However, if employees would like to be paid, they are permitted to use vacation time if it is available to them.

3.9 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

Supervisors will conduct performance reviews and planning sessions with all regular full-time and regular part-time employees after six months of service. Supervisors may conduct informal performance reviews and planning sessions more often if they choose.

Performance reviews and planning sessions are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

TekVista Inc directly links wage and salary increases with performance. Your performance review and planning sessions will have a direct effect on any changes in your compensation. For this reason, among others, it is important to prepare for these reviews carefully, and participate in them fully.

3.10 OUTSIDE EMPLOYMENT

Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with TekVista Inc. Unless an alternative work schedule has been approved by TekVista Inc, employees will be subject to the company's scheduling demands, regardless of any existing outside work assignments.

TekVista Inc's office space, equipment, and materials are not to be used for outside employment.

3.11 CORRECTIVE ACTION

TekVista Inc holds each of its employees to certain work rules and standards of conduct (see Section 4). When an employee deviates from these rules and standards, TekVista Inc expects the employee's supervisor to take corrective action.

Corrective action at TekVista Inc is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, TekVista Inc considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of company property, being on company property during non-business hours, the use of company equipment and/or company vehicles without prior authorization by Executive Staff, untruthfulness about personal work history, skills, or training, divulging Company business practices, and misrepresentations of TekVista Inc to a customer, a prospective customer, the general public, or an employee.

3.12 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Termination** – involuntary employment termination initiated by TekVista Inc.
- **Layoff** – involuntary employment termination initiated by TekVista Inc for non-disciplinary reasons.

When an employee intends to terminate his/her employment with TekVista Inc, he/she shall give TekVista Inc at least two (2) weeks written notice.

Since employment with TekVista Inc is an 'AT WILL' employer, both the employee and TekVista Inc have the right to terminate employment at will, with or without cause at anytime.

Any employee who terminates employment with TekVista Inc shall return all files, records, keys, and any other materials that are property of TekVista Inc. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to TekVista Inc will also be deducted from the employee's final check.

3.13 SAFETY

TekVista Inc provides information to employees about workplace safety and health issues through regular internal communication. Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor

3.14 HEALTH-RELATED ISSUES

Employees who become aware of any health-related issue, including pregnancy, should notify their supervisor and Human Resources Representative of health status. This policy has been instituted strictly to protect the employee.

An extended leave of absence may be granted on a case-by-case basis without pay. If the need arises for a leave of absence, employees should notify their supervisor and Human Resources Representative.

3.15 EMPLOYEE REQUIRING MEDICAL ATTENTION

In the event an employee requires medical attention, whether injured or becoming ill while at work, the employee's personal physician must be notified immediately. If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility. If an emergency arises requiring Emergency Medical Services to evaluate the injury/illness of an employee on-site, the employee will be responsible for any transportation charges. Furthermore, TekVista Inc's employees will not be responsible for transportation of another employee due to liabilities that may occur.

A physician's "return to work" notice may be required.

3.16 BUILDING SECURITY

All employees who are issued keys to the office are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend

setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on Company property after hours without prior authorization from the Executive Staff.

3.17 INSURANCE ON PERSONAL EFFECTS

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. TekVista Inc assumes no risk for any loss or damage to personal property.

3.18 SUPPLIES; EXPENDITURES; OBLIGATING THE COMPANY

Only authorized persons may purchase supplies in the name of TekVista Inc. No employee whose regular duties do not include purchasing shall incur any expense on behalf of TekVista Inc or bind TekVista Inc by any promise or representation without written approval.

3.19 EXPENSE REIMBURSEMENT

Expenses incurred by an employee must have prior approval by a supervisor. Reimbursements under \$100.00 will be included in the employee's next regular paycheck. An example of such an expense would include mileage. If the amount is more than \$100.00, the reimbursement request will be processed like an invoice. All completed reimbursement request forms should be turned in to Accounts Payable/Payroll Department.

3.20 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, visitors, and the facilities at TekVista Inc, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

3.21 IMMIGRATION LAW COMPLIANCE

TekVista Inc employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with TekVista Inc within the past three years or if their previous I-9 is no longer retained or valid.

SECTION 4

STANDARDS OF CONDUCT

The work rules and standards of conduct for TekVista Inc are important, and the Company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the Company's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.12, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records (See Section 5.2, Timekeeping);
- Working under the influence of alcohol or illegal drugs (See Section 4.6, Substance Abuse);
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.6, Substance Abuse);
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of company-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment);
- Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice);
- Unauthorized use of telephones, or other company-owned equipment (See Section 4.4, Telephone Use);
- Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of business "secrets" or confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

4.1 ATTENDANCE/PUNCTUALITY

The Company expects that every employee will be regular and punctual in attendance. This means being in the office/home office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the Company.

If you are unable to report for work for any reason, notify your supervisor before regular starting time. You are responsible for speaking directly with your supervisor about your absence. It is not acceptable to leave a message on a supervisor's voice mail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day.

Should undue tardiness become apparent, disciplinary action may be required which includes termination of employment.

If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, notify your supervisor at least five working days in advance. Each request for special work hours will be considered separately, in light of the employee's needs and the needs of the Company. Such requests may or may not be granted.

4.2 ABSENCE WITHOUT NOTICE

When you are unable to work owing to illness or an accident, please notify your supervisor. This will allow the Company to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the Company is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT

TekVista Inc is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

4.4 TELEPHONE USE

TekVista's telephones are intended for the use of serving our customers and in conducting the Company's business.

Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action (See Section 3.12, Corrective Action).

4.5 PUBLIC IMAGE

A professional appearance is important as you may come in contact with customers or potential customers. Employees should be well groomed and dressed appropriately for our business and for their position in particular.

Business Casual is permitted during regular business days, however when meeting with a client, the dress code is business formal. If management occasionally designates "casual days," appropriate guidelines will be provided to you. Consult your supervisor if you have any questions about appropriate business attire.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action (See Section 3.12, Corrective Action).

4.8 INTERNET USE

TekVista Inc employees are allowed use of the Internet and e-mail when necessary to serve our customers and conduct the Company's business.

Employees may use the Internet when appropriate to access information needed to conduct business of the Company. Employees may use e-mail when appropriate for Company business correspondence.

Use of the Internet must not disrupt operation of the company computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. TekVista Inc reserves the right to access and monitor all files and messages on its systems.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action (See Section 3.12, Corrective Action).

SECTION 5

WAGE AND SALARY POLICIES

5.1 WAGE OR SALARY INCREASES

Although the Company's salary ranges and hourly wage schedules will be adjusted on an ongoing basis, TekVista Inc does not grant "cost of living" increases. Performance is the key to wage increases in the Company.

5.2 OVERTIME

TekVista Inc is open for business 40 hours per week. Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an hourly employee must receive the supervisor's prior authorization. Overtime worked without prior authorization from the supervisor may result in disciplinary action.

All H1B employees perform services in a specialty occupation, services of exceptional merit and ability and performs research and development project, or services as a person of distinguished merit or ability and hence they are all categorized as exempt employees and not eligible for overtime.

5.3 PAYDAYS

All employees are paid monthly. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the last business day of the month.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his/her return from vacation.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's address or deposited directly into an employee's bank account upon request.

SECTION 6

BENEFITS AND SERVICES

TekVista Inc offers a benefits program for its regular full-time and regular part-time employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

6.1 GROUP INSURANCE

At this time, TekVista is not offering any HEALTH or LIFE INSURANCE package to any employees.

6.2 SOCIAL SECURITY/MEDICARE

TekVista Inc withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

6.3 VACATION, PERSONAL TIME OFF, SICK TIME

Policy brief & purpose

Our unlimited vacation company policy allows employees to take leave as they need. Under this policy, various states and city mandated paid sick leaves are included within unlimited PTO. It gives employees opportunities to work or take time off as they see fit, as long as they keep fulfilling their duties. This policy is based on mutual trust between employer and employee. This policy applies to full-time and part-time employees of the company. Based on the policy, employees don't accrue time-off so the company will not compensate unused leave.

Procedure

Employees are obliged to:

1. Take reasonable time off every year to avoid exhaustion and ensure they have some time to clear their minds from work duties and rejuvenate themselves.
2. Avoid abusing the policy by taking time off that negatively impacts their job and the company.
3. Communicate and collaborate with their team to ensure everyone takes leave without disrupting operations.
4. Plan to delegate, postpone or otherwise manage projects that will be affected by their time off.
5. Notify their supervisors at least two weeks in advance.
6. Sick Leaves can be taken without prior approval, but shall produce doctor's recommendation if it's more than 2 days

Supervisors can't reject leave requests for any of the following reasons:

1. To discipline employees.
2. To force employees to fulfil duties that aren't urgent.
3. To approve leave for another employee who made a later request.

Supervisors need to approve vacation leave that extends beyond a business week. They should do this with a first-come, first-served basis.

Supervisors can consider rejecting vacation requests if:

1. Other team members with similar or complementary duties have already asked for leave during the same time.
2. The time in question is too busy or includes an important deadline for the employee asking for leave.
3. An employee appears to abuse the policy. Supervisors have to prove that this is the case, using data from time tracking system and presenting employees' inadequate deliverables. They should also arrange a meeting with the employee and HR.

Neither list is exhaustive.

Both employees and supervisors should use common sense and adhere to company policies when requesting/approving vacation leave. Effective communication between team members are vital to make this policy work for everyone.

The company will review this policy annually and address any issues. If any employee has any grievance, concerns or find abuse of this policy, please report it to the company management in writing as the first step of resolution.

6.4 HOLIDAYS

TekVista Inc observes the following holidays per year for all employees:

New Year's Day,	Memorial Day
Independence Day,	Labor Day
Thanksgiving Day,	Christmas Day

6.5 JURY DUTY/MILITARY LEAVE

Employees will be granted time off to serve on a jury or military leave without pay. However, all regular employees both full-time or part-time will be kept on the active payroll until their civic duties have been completed. A copy of the jury duty summons and all other associated paperwork are required for the personnel file.



EMPLOYEE MANUAL-ACCEPTANCE

I _____(name) have read and agree to abide by this Employee Manual.

Employee Signature

Date