

Unlimited Vacation Policy

1. Policy Statement

We offer an *unlimited vacation policy* to support flexibility, work-life balance, and trust in our team. We believe time off helps our employees recharge and return to work more engaged and productive.

2. Coverage Requirement

Unlimited vacation does not mean unstructured time off. All time away must be:

- **Pre-approved by your manager** with sufficient notice.
- **Planned in a way that ensures your responsibilities are covered**, either by delegation or scheduling work in advance.

3. Core Expectations

We expect every team member to:

- **Maintain full ownership** of their responsibilities and deadlines.
- **Coordinate with peers or backup personnel** to ensure no disruption to team output.
- **Communicate absences early** through our shared calendar and relevant Slack/email channels.

4. Manager's Role

Managers are responsible for:

- Ensuring time-off requests align with business needs.
- Working with employees to develop a coverage plan.
- Promoting a healthy balance of taking time off while maintaining productivity.

5. Blackout Periods or Critical Dates

In certain departments (e.g., support, fulfillment, launches), **blackout dates may apply** where vacation time is restricted. These will be communicated proactively.

6. Suggested Minimums and Tracking

Though the policy is unlimited, we suggest a **minimum of 2–3 weeks off annually** to encourage rest. Time off will be logged—not to limit it, but to track for equity and ensure no one is over- or under-utilizing the benefit.