

Vacation

Policy Effective Date
01/01/2021

General Information

Policy Name : **Vacation**
Policy Description
Vacation (English US)

Employee Service Dates (in priority order)

1.Seniority Date
2.Rehire Date
3.Hire Date

Time is tracked in : Hours

Auto Assignment Criteria for New Hire and Rehire : No, do not assign automatically

Balances and Accruing Time Off

Carryover balances is permitted : **Yes**

When is carryover of balances permitted : **On Specific Date(MM/DD) (1 / 1)**

Accrual Processing

Active Employees : Continue awards as usual

When Employee is on Leave : Put awards on hold

Terminated/Deceased/Retired Employees : Stop Processing

Waiting Period to Accrue Time Off

No waiting period

Carryover

Automatic

Forecasting

Yes

Transfer Balances to Another Policy

No Balance Transfer

Manual transfer anytime (On demand)

Yes

Award Rules and Tiers

One-Time Award Rule(s)

1. No Description

Employee will be awarded after **12 Months** from employee service date

Award Amount : Award **24.0** Hours

Prorate : **No**

Recurring Rule

Award Yearly : Based On Tenure

Employees" service length is calculated based on : Employee Service Date

First accrual distribution will occur on : On specific date (MM/DD) 01/01

Service tiers defined in: **Years**

Award amounts are tracked in : **Hours**

Service Length	Award Amount	Annual Award Max	Min Balance	Max Balance	Max Carryover
0.0 Years Through 3.0 Years	24.0		0.0	36.0	
4.0 Years Through 7.0 Years	40.0		0.0	60.0	
8.0 Years Through 9.0 Years	56.0		0.0	84.0	
10.0 Years and up	80.0		0.0	120.0	

Tier Crossover

When employees cross a service tier in a distribution period, give them the accrual based on: **Award amount defined in current tier**

Employee Banked Hours

No

Partial Accruals for First Time Awards

Based on one or more one time award rules

Time Off Request Rules

Allow time off requests on restricted days: **Yes**

Allow time off requests when the balance is below minimum threshold: **No**

Waiting Period to Use Time Off

No waiting period

Minimum Amount Per Day

None

Minimum Amount Per Request

None

Maximum request in a Day

None

Increment for request amount

None

Reason Codes

1. Vacation (Vacation)