



Thank you to the 65 companies who participated. Below are the results from the 2017 Vacation and Attendance Survey. It can be difficult to benchmark these policies. If you have questions on specific circumstances please contact Angie Ecklund at angieecklund@eawm.net.

1) Is your policy regarding vacation the same for all employees?

40 cos Yes
25 cos No

- Unionized employees have different contract (5 cos)
- Salaried and Hourly are different (7 cos)
- Hourly employees earn, salaried receive on anniversary date (2 cos)
- Only salary receive vacation (2 cos)
- Office Staff differs from production staff
- Full time and part time are different
- Only to nonexempt employees
- Except for those who negotiate (2 cos)

2) Do you have a short term disability policy?

56 cos Yes
15 cos No

3) Is vacation negotiable for hiring purposes?

49 cos Yes
15 cos No

4) How many paid sick days do you offer (and is it the same for all employees)?

32 cos None
6 cos 3 days (exempt only)
9 cos 5 days
4 cos 40 hours (exempt only)
64 hours
1 co 10 (exempt only)
11-13 days
12 days
3 cos Included with personal time
7 cos Included with PTO

5) How many personal days (and is it the same for all employees)?

15 cos None
3 co 1 day
5 cos 2 days
32 hours
3 cos 3 days
6 cos 5 days
64 hours
7.5 days
7 cos Part of PTO

6) Do you have a:

28 cos Separate Vacation Policy
15 cos PTO Policy



VACATION

7) At what point do employees receive the following weeks of vacation?

Weeks	Years of Service
1	9 cos Upon Hire 9 cos 6 mos 1 co 90 days 21 cos 1 year 5 cos Less than 5 years
2	2 cos Upon Hire 2 cos 6 mos 18 cos 1 year 19 cos 2 years 13 cos 3 years 4 years 2 cos 5 years
3	3 cos Upon Hire 3 cos 1 year 4 cos 2 years 5 cos 3 years 22 cos 5 years 4 cos 6 years 2 cos 7 years 13 cos 10 years 7 cos 8 years 1 co 9 years 11 years
4	3 cos 5 years 1 co 9 years 10 cos 10 years 1 co 11 years 3 cos 12 years 1 co 13 years 1 co 14 years 26 cos 15 years 3 cos 20 years
5	10 years 2 cos 15 years 17 years 19 years 6 cos 20 years 24 years 5 cos 25 years
6	1 co 15 years 17 years 20 years

8) Are there rules when vacation must be or may not be taken?

24 cos Yes

31 cos No

- Must be taken by the end of the year (6 cos)
- Negative effects on department schedule (2 cos)
- With FMLA (3 cos)
- Blackout Dates
- Must give 10 day notice, needs approval
- 30 days in advance
- First come first serve (2 cos)



9) Are there department limits to how employees many can be on vacation, if so what is the average?

- | | | |
|--------|-----|--|
| 29 cos | Yes | <ul style="list-style-type: none">• Management Discretion (10 cos)• 1 in each position throughout organization |
| 28 cos | No | <ul style="list-style-type: none">• 2 employees at a time (5 cos)• Depends on the season (3 cos)• Depends on the size of the department (3 cos)• First come first serve (2 cos) |

10) What is the smallest increment of vacation that can be taken?

- | | |
|--------|---------------------|
| 1 co | No minimum or limit |
| 2 cos | 15 minutes |
| 1 co | ½ hour |
| 10 cos | 1 hour |
| 2 cos | 2 hours |
| 26 cos | 4 hours |
| 15 cos | ½ day |
| 2 cos | 8 hours |
| 3 cos | 1 day |

11) How many vacation days are available for last-minute morning call-ins (i.e. emergency paid days off)?

- | | |
|--------|----------------------------------|
| 27 cos | Any available days within reason |
| 12 cos | 0 days |
| 1 cos | 1 day |
| 3 cos | 2 days |
| 1 co | 3 days |
| 4 cos | 5 days |
| 2 cos | At manager's discretion |

12) How much notice is required to use vacation?

- | | |
|--------|---------|
| 3 cos | 2 days |
| 23 cos | 1 day |
| 12 cos | 1 week |
| 7 cos | None |
| 5 cos | 2 weeks |
| 1 co | 15 days |

13) Can employees carry over vacation time?

- | | |
|----|-----|
| 24 | Yes |
| 33 | No |

14) Can employees cash out vacation?

- | | |
|--------|-----|
| 18 cos | Yes |
| 39 cos | No |

15) Can employees buy or sell vacation?

- | | |
|--------|-----|
| 5 cos | Yes |
| 52 cos | No |

16) Is shift premium included in vacation?

- | | |
|--------|-----|
| 23 cos | Yes |
| 27 cos | No |

17) What are your requirements for vacation use during FMLA?

- | | |
|--------|--|
| 9 cos | Not applicable (9 cos) |
| 13 cos | Not required (13 cos) |
| 29 cos | Required, PTO or Vacation must be exhausted first (29 cos) |
| 1 co | Must use all but 2 weeks
All but 40 hours
One week for personal, all PTO for family member |



18) Do you pay for unused vacation at termination?

- | | | |
|--------|-----|--|
| 47 cos | Yes | • If proper notice is given (16 cos) |
| 11 cos | No | • If employee has worked at least 1 year (2 cos) |
| | | • 50% at retirement only |
| | | • Exempt only, not hourly |
| | | • 8 hours per day remaining |

PTO

19) How is PTO earned?

- | | |
|--------|-----------------------|
| 12 cos | By Service year |
| 5 cos | Not applicable |
| 4 cos | Beginning of the Year |
| 4 cos | Earned monthly |
| 1 co | Per hours worked |
| | Quarterly |

20) What is the minimum amount of time an employee may take as PTO?

- | | |
|-------|----------------|
| 5 cos | Not applicable |
| 1 co | 1 minute |
| 2 cos | ½ hour |
| 6 cos | 1 hour |
| 5 cos | 4 hours |
| 2 cos | ½ day |

21) What paid time off days are included in PTO bank?

- | | |
|--------|----------------|
| 12 cos | All time off |
| 13 cos | Not applicable |

22) How many paid days off, (excluding holidays) by the following years of service, are offered in your PTO bank each fiscal year?

Weeks	Years of Service
1	3 cos 1 year 2 cos Upon Hire
2	2 cos Upon Hire 4 cos 1 year 3 cos 2 years
3	2 years 2 cos 3 years 4 years 2 cos 5 years
4	5 years 2 cos 6 years 10 years 15 years
5	2 cos Upon Hire 3 cos 10 years 15 years 20 years
6	3 years 5 years 15 years 2 cos 25 years



23) How many PTO days are available for last-minute morning call-ins (i.e. emergency paid days off)?

5 cos All available time

24) How much notice is required to use PTO?

9 cos Not applicable
2 cos 30 min prior to shift
2 cos 24 hours
1 co 2 weeks
2 hour prior to shift
7 days

25) Can they carry over PTO time? If so, how much?

13 cos	Yes	• All that is remaining (3 cos)
5 cos	No	• Up to 1 year accrual (2 cos)
		• Half of what is remaining
		• 5 days (2 cos)
		• 160 hours
		• 40 hours (2 cos)
		• 20 hours
		• 3 days and up to 6
		• 10 days to be taken before July 1

26) Can they cash out PTO?

8 cos Yes

11 cos No

27) Do you require that employees specify a reason for using PTO?

1 co Yes

18 cos No

28) What is your general policy regarding unused PTO time at the time of termination?

8 cos If proper notice is given

6 cos Not paid

5 cos Not applicable

1 co Manager's discretion

VOLUNTEER

29) Does your organization have a policy that allows/encourages employees to volunteer for outside charitable organizations during working hours? If so, how much?

37 cos No

9 cos Yes, paid

1 co Yes, unpaid

ATTENDANCE

30) Do you pay for severe weather related:

17 cos Business Shut Down

3 co Tardiness

1 cos Absence



31) Do you have a “no fault” attendance policy?

18 cos Yes
37 cos No

32) Average number of allowable absences per year prior to beginning disciplinary action:

13 cos 3 days
9 cos Circumstantial
7 cos 4 days
6 cos Not Applicable
5 cos 5 days
4 cos 2 days
3 cos 6-8 days
2 cos 8 days
1 co 1 days
16 hours
48 hours

33) Number of missed days leading to termination:

8 cos 3 days
7 cos No policy
7 cos 8 days
2 cos 7 days
2 cos 6 days
5 cos 5 days
2 cos 4 days
1 co 10 days
9 days
2 days

34) When do points (absences) roll off?

14 cos No points
13 cos 1 year
6 cos 6 months
5 cos 1 month
2 cos Calendar Year
2 cos 90 days
1 co ½ point per month
60 days
30 days

35) How do you reward employees for good attendance?

23 cos No
26 cos Bonus
8 cos Time Off
3 cos Gift Card
2 cos Raise at annual review
1 co \$50 gift card
Points Back



36) When is a doctor's note/statement required?

- 21 cos 3 consecutive days off
- 8 cos For FMLA or Short Term Disability
- 8 cos 2 consecutive days off
- 7 cos 1 day off
- 5 cos 5 consecutive days off
- 3 cos Injuries, severe illness, doctor appointments, etc.
- 2 cos Never
- 1 co 4 medical appointments must have note
If an employee calls in sick before or after a holiday
When the time off is not pre-approved.

37) How long do you continue health benefits when an employee is absent (i.e. FMLA 12 weeks, 26 weeks, etc.)?

- 23 cos At least 12 weeks, after that it is on a case by case bases.
- 11 cos 26 weeks = salaried
- 5 cos 6 months - salaried
- 3 cos Depends upon the situation.
- 2 cos 13 weeks
- 2 cos n/a - have no benefits
- 1 co 52 weeks for unionized employees
Through FMLA or length of paid time off coverage whichever is longer.
14 weeks
8 weeks