



DATE: August 21, 2014
TO: Human Resources and Benefits
FROM: Lisa Sabourin
RE: **EA** Mini-Survey Report – Hourly Vacation

45 companies participated; 12 were non-manufacturing and 10 were union companies

1. Is vacation Negotiable?

5 companies - could be negotiable

4 companies - only for skilled trades

Most of these said if negotiated they would have to work the full years of service for the next increment

4 companies - have vacation available day one.

2. Is vacation part of a Paid Time Off (PTP Bank)?

9 companies have PTO banks

3. Is vacation available in the first year?

3 companies - day one

5 companies – begin accruing at day one

1 companies - half of vacation at day one

7 companies – prorated on day one

1 company – earns 8 hours every two months of perfect attendance

1 company – earns 1 day each 15 weeks and based on schedule employees have a 3-day weekend

2 companies - prorated after 90 days

1 company - begin accruing after 90 days

2 companies - after 90 days, half of vacation is available

4 companies – vacation is available after 6 months

1 company - 2 of 5 days are available after 6 months

1 company – if hired in 1st QTR 4 days, 2nd Qtr 3 days, 3rd QTR 2 days 4th QTR 1 day

1 company – half of vacation is available if hired before April 1

8 companies – no vacation is available in first year

4. Is vacation awarded annually based on years of service or a calculated formula of hours worked?

10 companies – accrue vacation based on hours or weeks worked
35 companies award based on years of service

Comments about earning vacation:

- Each employee starts off at 2 weeks and after every year completed they receive another day, up to 4 weeks, which is 10 years with the company.
- We start employees with 16 PTO days per benefit year. After completion of a full benefit year, they add one PTO day - this continues until the employee reaches the maximum of 26 PTO days.
- Earn 1 day a month up to 15 days until 5 years
- An hourly employee gets a "good week marker" if he/she works the whole week without any absences or tardies (excused or unexcused). They have to accrue at least 26 good weeks to get full vacation for the following year. Between weeks 13 and 25, they are given a percentage of their total allotment. Under 13, no vacation.
- Must work 1220 hours to receive vacation
- Must work 1040 to receive vacation

5. Those that award based on services:

Years of service for 1 week vacation

9 companies – at 0-1 year
1 company – at 90 days
4 companies – at 6 months
20 companies – at 1 year

Years of service for 2 weeks vacation

6 companies – at day one
1 company – at 6 months
9 companies – at 1 year
5 companies – at 2 years
7 companies – at 3 years
2 companies – at 4 years
1 company - at 5 years

Years of service for 3 weeks vacation

3 companies – within 1st year
1 company – at 1 year
2 companies – at 3 years
2 companies – at 4 years
12 companies – at 5 years

6 companies – at 6 years
3 companies – at 7 years
3 companies – at 8 years
1 company - at 9 years
10 companies – at 10 years

Years of service for 4 weeks vacation

2 companies – at less than 2 years
1 company – at 4 years
2 companies – at 5 years
1 company - at 6 years
6 companies – at 10 years
4 companies – at 12 years
1 company – at 13 years
1 company – at 14 years
13 companies – at 15 years
1 company – at 16 years
7 companies – at 20 years
4 companies – 3 weeks vacation is the maximum

Years of Service for 5 weeks vacation

1 company – at 5 years
1 company – at 10 years
1 company – at 14 years
2 companies – at 15 years
4 companies – at 20 years
1 company – at 24 years
5 companies – at 25 years
1 company – at 30 years
26 companies – 4 weeks vacation is the maximum

Years of service for 6 weeks vacation

1 company – at 20 years
1 company – at 25 years
2 companies – at 30 years
41 companies – 5 weeks vacation is the maximum

6. Are there rules when vacation must be or may not be taken?

9 companies – 1 week must be used for shutdown
1 company – 32 hours must be used for shutdown
2 companies – 2 days must be used during Christmas holidays

3 companies – said they had “blackouts” during busy season

7. Are there department limits to how many can be on vacation, if so what is the average?

12 companies – based on skills and coverage
2 companies – Only 10% of workforce can be on vacation
1 company – Only 12% on vacation in a department

3 companies – Only 2 people in a given department (small)

8. What is the smallest increment of vacation that may be taken?

2 companies – 15 minutes

2 companies – 30 minutes

15 companies – 1 hour

4 companies – 2 hours

16 companies - half-days (1 company only allows 2 days in half-days)

3 companies – full-days

9. How much notice must be given to use vacation?

10 companies – as much as possible

16 companies – 24 hours – by the end of shift

2 companies – 48 hours

9 companies – 1 week

8 companies – 2 weeks (1 has the exception of 2 ER days)

1 company – 30 days for a full week

10. Can they carry over or cash out vacation?

18 companies – no cash-out or carry-over

7 companies – cash-out only no limit

1 company – cash-out or carry-over no limit

1 company – cash-out 1 week after 5 years

2 companies – cash-out 10 days

1 company – cash-out or carry-over 1 week

1 company – carry-over 1 day

1 company – carry-over 3 days

5 companies – carry-over 1 week

1 company – carry over 2 weeks

1 company – carry-over 1.5x accrued

1 company – carry over 4x accrued

11. Can they buy or sell vacation?

42 companies – No

1 company – may sell vacation

1 company – may sell leaving 80 hours in bank

1 company – buy 1 week or sell 2 weeks

12. Is shift premium included in vacation?

18 companies – No

14 companies – Yes

13 companies – N/A

13. What are your requirements for vacation use during FMLA?

10 companies – FMLA does not apply

13 companies – do not require employees to use vacation concurrently

18 companies – do require employees to use vacation concurrently

2 companies – only require if FMLA is intermittent or for family

1 companies – requires employees to use all but 40 hours vacation

2 companies – only require employees to use 2 weeks