



I was wondering what time of the year do companies pass out annual vacation requests. Do you have a deadline for vacation requests to be turn in?

We currently pass out the vacation policy along with a copy of a 2015 calendar for employees to mark down days they would like to take off. Seniority prevails unless an employee turns in time after the deadline. Our deadline is usually mid-February or March 1st.

Do you allow half day vacations for hourly or salary personnel?

Also, how do you handle salary personnel who take time off for personal reasons, such as a half day etc.

We do not hand out annual vacation requests, nor do we have a deadline so to speak.

We do allow our employees to take their PTO time in 1 hour increments. Our 1st and 2nd shifts work four 10-hour days, so that allows them flexibility with their PTO.

For salary personnel who take ½ or whole day off, they submit PTO time.

For our production employees our production manager does have a limit on how many people can use PTO time each day so that he can staff appropriately.

My husband's company does require that you turn in at least 2 of your weeks PTO early in the year so that they can schedule accordingly. It does go by seniority as well.

With first payroll in Jan. we provide to each employee a copy of 2015 employee calendars, which shows how much vacation the employee has going into 2015. Our policy states that if any employee wishes to request a specific time frame (week of vacation) that they need to file the request form, before Feb. 15. After that time (about Feb. 16 or 17) all request are reviewed & decided by seniority. If employees have 2 requests they need to mark which one is primary & which is secondary.

We do allow all employees to take half days of vacation. However, no vacation by the hour.

Hourly paid employees do receive 10 hours of paid personal leave per year.

Salaried employees are allowed to leave for personal appointments and must return after the appointment unless it's scheduled late in the day. They are not docked for personal appointments. If any appointment takes a full half day, sick leave must be used if it's for medical reasons that they left otherwise vacation must be used.

Employees are asked to sign up on their department vacation calendar prior to March 31st. Seniority prevails for the sign-ups prior to March 31st. It is "first-come, first-served" for those who request vacation time after March 31st.

This can be subject to supervisor's discretion based on work needs, etc.

We do allow half day vacations for hourly and salaried personnel.

All employees have 3 floating "personal days" to use during the year.

Our vacation form has the 2015 calendar on it and we allow our employees to request vacation time all year long.

We do not allow ½ day vacations for hourly or salary personnel.

We request all vacation requests for the year by February 1st. Those request are then handled and approved first. Any conflicts dealt with.

After that time it's first come, first serve process for vacation requests.

We allow 4 hour or 1/2 day PTO requests.

Vacation is approved first come first serve by the dept. team leader. Team leader makes sure there are not multiple people off at the same time. If one employee takes off around all the holidays for the year, they are limited to two until others have a chance to take off around the remaining holidays. We have no deadlines. If someone wants vacation later and another has off, the team leader discusses with both parties and makes sure dept. is properly staffed.

We do allow half days for hourly or salaried (hourly can take off hours at a time for appointments).

We really just schedule on a first come basis, but the employees work it out within their departments. We allow people to use vacation time down to the minute. Our payroll software is pretty flexible/easy.

All vacation requests for us must be turned in by 11/1.

Yes we allow half days.

All of our vacation time is considered PTO so if it is sick, personal, vacation it all comes out of the same pot.

We do not have a deadline for vacation requests.

Depending on the number of employees in the department, things are handled a little differently by each manager.

We encourage all employees to have all of their vacation days scheduled by October 1st. It is not mandatory but we try to avoid trying to squeeze in vacation days during the holiday season. The longer they wait the higher the risk that the vacation request may be denied. Seniority does apply for requests made early in the year, after January, it is first come first serve.

Employees can use vacation hours down to the single hour. If they are full time and came up 2 hours short of 40 for a given week, they are allowed to use vacation for those 2 hours

Vacation days for salaried staff can be taken in half-day increments. Generally, most are taken as full days, but when a salaried employee absolutely needs to be out of the office by noon, we would use a half day vacation. This really falls to the discretion of their manager. If they were just hoping to leave the office an hour or two early no vacation would be used.

We do not allow vacation days to carry over into the next calendar year.

We start the vacation process for the following calendar year in November and all time off request submitted to management by the last week of December.

Staff put in their first request for "Paid Time Off" based on seniority or most years of service and then the second pick starts with those with the least seniority or years of service. Management reviews the staff requests and once approved staff will fill out time off request forms. We then post the staffs two picks of Paid Time Off dates or date ranges for the vacation calendar by the first week of January. All other staff request are just considered "Paid Time Off" and has to be approved.

Hourly staff can take time off by the hour, ½ day or whole PTO day.
Salary staff must take time off in ½ day or whole PTO day increments.

Union Shop: Our policy states that vacation requests need to be in by March 1 to go by seniority after that it is first come. Office: no deadline

Do you allow half day vacations for hourly or salary personnel?

Hourly no, because they have a 7.5 hour work day

Salary – yes, they have a 8 hour work day

Also, how do you handle salary personnel who take time off for personal reasons, such as a half day etc.

Vacation time, if it is an hour or two – they usually come in early if they need to leave early or stay late if arrived late.

Our vacation requests are also handled by seniority up until mid February. After that it is a first come-first serve basis. We do allow half days of vacation for salaried and hourly individuals.

Regarding salaried employees taking time off, the managers of these individuals are expected to be aware of that and manage the situation to ensure that this personal time does not become habitual and/or interfere with work expectations being completed.

We do a vacation signup starting in late October and finishing on the 2nd Friday in December for the next year. This is separated by department and sign up is by seniority.

This is not required as we allow people to sign up for vacation days throughout the year as long as they give a 2 week notice. We allow all employees to take vacation as half days, full days or one week at a time. If salaried staff need to leave early we do not charge their vacation however if they call in sick for a full day we require them to use a vacation day.

We start working on vacation scheduling in November.

Selection. The number of employees who may be scheduled for vacation at any time is subject to the requirements of the Company's schedule of operations. All vacation requests (other than personal days) will be subject to the normal vacation quotas. Maximum persons allowed off at one time in an area will normally be 10%. A maximum of one 12-hour person will be allowed off on a weekend. All approved vacation is portable, unless the move is the employee's choice.

Employees shall be given preference of available vacation dates in the order of their seniority, provided they have made their preferences known by no later than March 31st of each year. After March 31st, all vacation scheduling will be on a first come, first served basis. The Plant Seniority policy will be the determining factor for vacation selection.

At the beginning of the selection period, the vacation list will be reviewed with each employee by plant seniority selecting a maximum of two (2) weeks. With the exception of employees who have only two (2) week's vacation or less, all employees are required to schedule a minimum of two (2) weeks in full-week increments. After all other employees have been given their preferences, employees may proceed in the same manner to schedule their remaining vacation. This will allow more even distribution of prime time to all employees.

Any employee scheduling three (3) or more vacation days during a prime week (holiday weeks) will be counted as having scheduled a full week of vacation. Once the scheduling gets back around, if the time is open, vacations can be extended if so desired.

Single Day Selection. No half day or one day vacations can be selected during the original selection process, but they can be scheduled with the department supervisor after the original selection in that area is completed. Half day or one day vacations may be taken prior to completion of original selection if less than 10% maximum off in area and with approval of supervisor. In order that scheduled production shifts can be met, half day or one-day vacations will normally only be allowed with 24-hour notice, and then only if department quotas are met. In the event of an emergency, the notice can be waived at the discretion of the department supervisor.

Selection Deadline. All vacation including individual days will be scheduled by March 1st. If a person does not schedule all vacation by that time, management will schedule the remaining vacation by March 15th of that year to accommodate scheduling / business needs.

Each department will be responsible for reviewing unscheduled days after original scheduling is completed to assess when it will become necessary for department management to schedule these days to assure all eligible vacation is taken or scheduled through balance of year under the 10% guidelines.

Salary Nonexempt Employee Absences

- Absence would be paid and not count to overtime. Overtime would not be paid until the employee worked 40 hours in the week.
- May expect employees to make up missed work time within the same work week. Absences at the end of a work week may not be able to be made up.
- Locations cannot 'force' the use of vacation time for absences.
- Incomplete work due to absences or attendance issues should be addressed through performance management for attendance and total performance.

Salary Exempt Employee Absences

- Full weeks with no work. An Exempt employee does not have to be paid for any week in which he performs no work. Therefore, if we shut down for a week, and an Exempt

employee performs no work during that week, he/she does not have to be paid for that week. Exempt employees who perform part or all of their normal job duties (e.g., answering emails on their Blackberry) during an “off” week are “working” and must be paid their normal salary.

- Full days taken for personal reasons. Deductions can be made from an Exempt Employee’s salary for absences from work of one or more full days for personal reasons. Therefore, if an Exempt employee voluntarily requests to have one or more unpaid days off, we can deduct the requested days from his/her weekly pay for that week.
 - Forced vacation days. Pursuant to our Vacation Policy, we can force Exempt employees to take vacation during slow periods.
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“Vacation Scheduling - Although the Company desires that employees be allowed to take their vacations at the times they wish to do so, the Company must ensure that its customers be promptly and efficiently served. To ensure this, employees should submit their vacation plans to their supervisor no later than March 15th. It may not be possible for more than one person from any particular area to take vacation at the same time.

In the event that two people from the same area wish to take vacation at the same time, the person who scheduled their vacation prior to March 15th will prevail. If both individuals turned in their vacation intentions prior to March 15th, the employee with the greatest length of service with the Company will prevail. If neither of the employees turned in their vacation request prior to March 15th the employee with the greatest length of service with the Company will prevail. Employees do not need to schedule all of their vacation time prior to March 15th, only those days that they feel may potentially be in conflict with other employee vacation plans. For vacation days that are scheduled after March 15th employees must submit their vacation requests at least two weeks in advance (whenever possible). Consideration will also be given to the length of advance notice an employee has given of the vacation.

Employees requesting vacation around a holiday weekend will need to discuss this with their supervisor well in advance of the vacation time. Taking vacation around holiday weekends could make it difficult to meet production schedules. Therefore, requests for vacation around Holiday weekends is discouraged. In order to be fair to all our employees, when granting time off in this situation, the Company will consider more factors than just seniority. Factors such as number of times an employee has already had vacation around a holiday weekend, if an employee has worked on previous holiday weekends, and other performance factors.

Upon return from a leave of absence, whether it be legally protected or not, a request for paid vacation may not be immediately granted. For example, if an employee is out of work for six weeks because of surgery and after returning to work for two weeks requests paid vacation, their request may not be granted until all employees that were affected by the employee’s absence have had an opportunity to take time off.

Vacation time will always be determined on a calendar year basis and shall be computed on the basis of the employee’s regular straight time rate of pay. All accrued vacation benefits for any given calendar year must be utilized during that calendar year and cannot be carried over to a subsequent year. Only in the case of an employee with less than one year of service and who has earned his/her five days is able to carry his/her vacation into the end of the first full year.

At the end of each calendar year the Company shall pay non-exempt/hourly employees the amount of their accrued vacation pay for vacation days which were earned but not used during the calendar year. Exempt employees are expected to use their vacation time during the vacation year and will not be allowed to “carry over” vacation and will not be paid for vacation days not used. “

Although that is our “official” policy, there is always a practical response that our supervisors will engage in:

1. Year-end requests are often held (especially with multiple requests) until it is safe to grant them based on workload.
2. Requests are not approved until the last minute exceptions such as wedding anniversaries, special trips are always considered in the employee’s favor as long as PRE-APPROVAL is granted.
3. Requests for time off in excess of 7 calendar days must be pre-approved by the Company President.
4. “Paid Vacation” is subject to being paid only for vacation earned (Hours Paid/2080 hours x allowable hours).

5. Why would our Managers be in charge of this? These are the same people who must ask for “volunteers” for both weekend and overtime hours to meet client demand. It gives them some leverage in dealing with their personnel – especially for those employees who elect to “play ball.”

Half days for Salaried personnel and partial days are allowed. In the case, of an hourly employee arriving late for work – they are NOT compensated.

By law – an exempt salaried employee cannot be docked pay for less than normal hours worked. Conversely, they are exempt from overtime provisions. However excessive tardiness/ leaving early is part of our progressive disciplinary policy. Please note that the President is working closely with the Department of Labor in an effort to administratively change who is/ is not exempt from these provisions.

For everything except our press department, we do allow ½ day vacations, and we are on the honor system for salaried personnel as far as taking time off. So far it hasn't been a major issue. We allow salaried folks to take comp time if they encounter a period with heavy overtime.

For our press department, attached is a copy of my home grown vacation policy for the press operators. (*Editor's note: see the following two pages.*)

As we go through the year, it's then just first come first serve as someone needs or simply wants time off. The supervisors do of course allow “short notice” vacation requests based on what was bid during Rounds 1 and 2 and how busy we are.

- When we get to a point of “push comes to shove” however and someone really needs off to fix a leaky water pipe or some other ailment in their home, we just let them off and find someone who'll come in early (on a moment's notice). After all, a volunteer who wants to come in early has his “head in the game” far better than someone who is bothered by something broken at home.

We allow hourly employees to take hour-by-hour, half day, or full day vacation (anything that fits their needs as long as we are able to meet our production needs). For salaried individuals however, we're allowed half or full day vacations but of course, comp time plays a part in whether a person has to actually use vacation time when they are out for a morning or for an afternoon.

Bidding policy for the following year's vacation

- Each shift's bidding is independent of the other 2 shifts.
- There will be 2 formal rounds beginning in early December and each will begin with the most senior individual on that shift.
 - Total time for seniority includes time in the Press Department plus time spent in a different department plus time spent during past employment (if there had been a break in employment).
- Round 1 is for blocking out up to 2 full weeks of paid time off, depending if (how much) the individual has, or is projected to have, by then.
 - These can be consecutive weeks but they don't have to be.
 - If any paid holidays fall during these 2 weeks, those additional days cannot be taken until Round 2.
 - Mondays through Fridays if the person works an 8 hour shift schedule.
 - Sundays through Saturdays if it's an individual on the 12 hour shift schedule.
 - No more than two M-1 operators per M-1 crew can have bid time off at the same time and at no time during the year, can both the Crew Leader and the First Operator off a particular M-1 crew be allowed to have bid time off at the same time.
- Round 2 is for up to 10 more days of paid time off, taken either in single day increments or as successive days.
 - The exception, as stated above, is that if paid holiday(s) fell during the 2 weeks taken in Round 1, that number of paid holidays can be added to what's otherwise just 10 days in Round 2.
- Number of individuals off per shift:
 - Two on each 1st and 3rd shift.
 - M-1 crews A and B are considered 1st shift.
 - M-2 crews C and D are considered 3rd shift.
 - One on 2nd shift.
 - Because of Summer Help, each shift can however have up to 2 more individuals off on bid vacation between the Tuesday after Memorial Day, through the Friday that's 2 weeks before the beginning of the 3-day Labor Day weekend.
 - Even during the bidding process, other names can be added to a day but with the question mark (?) symbol after their name, meaning they are a 1st alternate, 2nd alternate, and so forth, should one of the names listed before them cancel their vacation, run out of vacation hours, or if production is slow, presses are down, and others can be allowed off.
- For employees with more than 20 days of earned or purchased vacation, those days can be scheduled on a first-come-first-serve basis after Round 2 is complete
- No vacation is "set in stone" because if for whatever reason, an individual has no more paid or purchased vacation time remaining at the time the bid

vacation comes up, then an alternate with vacation time can ask for and get those days off.

- *“For Press Dept employees effective 1/1/13: An employee must have enough unused earned or purchased vacation hours to cover all bid vacation(s), be it for a day, a couple days, or even for week-long periods of time. Otherwise, that time off is not necessarily a sure thing. If a person does not have the hours in his/her account when he/she wants the time off and it’s 7 or more calendar days before the vacation is scheduled to start, the following could happen:*
 - *Management may decide that because of production demands, the individual will be needed at work.*
 - *If production allows, management can permit someone with vacation hours to use to step in, take that time as paid vacation, and require the employee without paid vacation hours remaining to work.”*
- First shift’s gun hunting lottery for the Monday, Tuesday, and Wednesday before Thanksgiving remains the same, in accordance with the policy established in December 2006, and the way it has run for the past 8 years except for the stipulation that the Crew Leader and First Operator from the same M-1 crew cannot be off with bid vacation at the same time.
 - An addition to this policy is that the M-1’s A and B crews will have a lottery for 1 or 2 individuals off the crew to have a bid day of vacation during both of those Saturdays, both of those Sundays, Thanksgiving Day, and the day after Thanksgiving. While these eight M-1 operators can be in the lottery with the other Web Press operators for up to 1 bid day off on the Monday, Tuesday, and Wednesday of Gun Season, it’ll be a little different for them on these other 6 days. The first name drawn gets his choice of 1 of these 6 days day off. Then, out of the remaining names in the hat, a 2nd name is drawn and depending on what days are still open, he selects his day off, and so forth. An operator cannot have another day off during these 6 days until everyone else that wants a day off has a day off. Then, all individuals can be up for another bid day off, if 1 or more of the days are still available.