

I was wondering how others handle PTO or vacation requests during the already shortened holiday weeks, in particular the weeks of Christmas and New Year's? Those are particularly busy weeks for us and we always have employees who want portions of or those entire weeks off to enjoy the holiday.

We have a set number that can be off at any given time, we manage requests within that number as follows:

- Priority to those who ask for full week of time of in this case remaining days.
- Priority to those who did not ask for that full week the prior year, but we also keep track for multiple years in those areas where the same people seem to want to use that time each year.
- Single day requests are reviewed if we are still not up to the number who can be off using similar criteria for prior holidays.

If we are slower, supervisors use some additional discretion and look at things like weddings, special trips, etc.

We treat the requests just like any other time. First come, first serve and only allow so many off at a time so that we are still able to service our customers.

We have department policies that only so many employees can be off at any given time, which helps us to be well staffed and yet accommodate paid time off requests. Employees are aware of the department policies, therefore there are few problems during the holidays or any other time of the year. This has worked well for us for many years.

We handle on a first come first served basis until the allowed numbers are off. We try to be more flexible around the holidays.

We handle these weeks just like any other week throughout the year. Each department has limits on how many employees can be off on any given day. We handle the requests on a first come, first serve basis. We only allow a limited amount of vacation days to carry over from year to year, so our employees make an effort to get their vacation days scheduled well in advance.

Pretty much first come first serve with the stipulation that any given department needs to be manned enough to get by. Most customers understand the whole skeleton crew over the holidays, but you've gotta have enough staff to be functional or you may as well close down completely.

:)

Those weeks are busy for us, as well. We allow vacation time for part or all of the week during the shortened weeks.

We try to accommodate as much as possible since our employees usually only take days here & there vs whole weeks of vacation. Of course it all depends on workload. We can usually accommodate 98% of the time.

We can only allow a certain amount of staff off in each department based on anticipated work load over the holidays. Requests can be submitted on or after December 1 for the following year but approval is subject to change if business needs dictate. Each manager tries to make sure that the same individuals are not always the ones who get approved time off between the holidays every year. We are small enough that it can be managed this way.

We discuss as department groups to ensure there is coverage in the office with an effort to allow all employees the opportunity to extend their holidays by using their vacation time. Open discussion has been very effective for us as employees tend to work through the request/coverage together much easier than having management decide and leave someone feeling they were denied.

We include this into our policy. We only take requests for the holidays between September and October. We do a first come, first receive seniority policy. We also look at the size of the department to know how many per department can be allowed off. So say a department has 30 staff we can allow 5 to take time off. We have also in the past limited the amount of time an employee can take during the peak season. It seems to work out fine. We also encourage the employees to work together with each other and resolve schedule conflicts. Was very surprised it worked very well. We also have the approved time calendar to the employees by the end of October so they have efficient time to schedule agendas.

We also have the same situation. We treat it on a first come first serve basis that will allow me enough hours to keep the work moving through the shop.

Hope this helps...

All requests are evaluated on a first come first serve basis. If multiple requests are made at the same time, they are evaluated by seniority. We do what we can to accommodate time-off requests, but our handbook specifically states that some departments cannot have more than 1 person off at any given time due to staffing. Ultimately though, we reserve the right to grant or deny any requests depending on workload and staffing needs.

We also require that our employees work or take pre-approved vacation or unpaid time-off both the day before and after the holiday to qualify for holiday pay.

We handle this time of year the same as we handle all vacation requests. The time off has to be approved by the department manager and if business demands are such that we need more people to be at work vacation requests can be rescinded.

We're a small company, 125 employees five departments the bulk of the employees are in the bindery. Not as big an issue in the bindery, but smaller departments prepress, printing, shipping/receiving, maintenance, the office etc. where there are 5 or fewer it can hurt, especially when the average tenure is in double digits. Not sure how "LEAGLE" this is but when we had issues with too many wanting the same time off we limited the number off in the smaller departments and made them rotate. If you got the week between Christmas and New Years off this year you didn't get it the next, same with other holidays. We took seniority out of it or the same people will get off all the time. The employees all know that's how it works and have accepted it.

These days we slow down around Christmas so it hasn't been a real big issue anyway, we've actually shut down between the holidays twice in the last five years.

Hope that helps, good luck.

In the past we granted vacation time for those requesting the holiday weeks off by seniority. We had some feedback from employees saying those with the most seniority in one department were always taking the holiday weeks and felt it was unfair. After we looked at past time off we decided to 'black list' holiday weeks and those that take vacation say the week of Christmas one year cannot not take it the following year unless no one in their department requests it by our February deadline date to turn in vacation.

After the February deadline an employee an employee can request vacation time off during the holiday even if they took it the previous year due to no one else in their department requesting it off. So far this is working for us.

Our company allows employees to take time off during peak season but only a limited number of employees. We know how many we need in order to keep production running and when we hit that number, all future time off requests are denied. We authorize time off requests by first come, first serve and not by seniority. Of course we always have those who will call in and that is handled through loss of holiday pay and/or disciplinary action (verbal, written, etc. warnings).

It would be typical to restrict the number of people by class or department that can take vacation in a holiday week.

While not heavily enforced, we typically restrict requests for extended periods of time off during our busy times, including the holidays.

For us, we run each department with a skeleton crew. In the press room we will have 3 pressmen, bindery 4 operators, digital 1 -2 operators, fulfillment 4 folks and 1 person in prepress. Hope this helps.

We do not allow vacations during this time of the year, unless approved by our CEO. We need our top people doing the job during our busiest time of the year.
