

Vacation Accrual

Employees accrue vacation bi-weekly, at the end of each pay period, in hourly increments based on their years of service.

Years of Service Based on Anniversary Date	Amount of Vacation
Years one, two and three	80 hours (10 days)
Years four and five	120 hours (15 days)
Years six, seven, eight, nine and ten	120 hours, plus 8 additional hours for each year
Over ten years of service	160 hours (20 days)

How to view Vacation Time:

LOG IN to your ADP account and make sure you are under the “Myself” Tab, within that tab go to the “Time Off” section and click on “Time Off Balances”.

The screenshot shows the ADP 'Myself' tab navigation menu. The 'Time Off' section is highlighted with a yellow star. A blue arrow points to 'Time Off Balances' within the 'Time Off' section. Other sections include Personal Information, Employment, Pay, Time & Attendance, and My Information.

To see how much you accrue every pay period:

- Click on **Vacation Full Time 40**
- Click on **Earned**
- Under “Transaction Type” **Earned** in the “Amount” row you will see the rate at which you accrue



Scheduled and Future Earned amounts only show values that impact the balance As Of date. Click the policy name for details.

Balances As Of: 1/8/2019


TIME OFF POLICY	CARRYOVER	+	EARNED/ADJUST...	-	TAKEN	-	SCHEDULED	+	FUTURE EARNED	=	BALANCE
Sick Full Time 40	40.00 hours		40.00 hours		--		--		--		80.00 hours
Vacation Full Time 40	21.56 hours		3.08 hours		--		--		--		24.64 hours

Time Off Policy: Vacation Full Time 40 [CHANGE](#) ▾

Summary | [TRANSACTIONS](#)

Balance As Of:  

21.56	Carryover	
hours	Time Off carried over from the previous accrual period	>
+ 3.08	Earned	
hours	Time Off earned or to be earned in the current accrual period through the Balance As Of date	>
- 0.00	Taken	
hours	Time Off taken in the current accrual period before the Balance As Of date	>
= 24.64	Balance	
hours	Time Off available for use through the Balance As Of date	



TRANSACTION DATE	TRANSACTION TYPE	AMOUNT	COMMENTS
01/04/2019 ▾	Earned	 3.08 Hours	


To see how much vacation, you will have in the future:

- Click on **Vacation Full Time 40**
- Change the date in the **Balance As Of:** to the future date you would like to see
- Look at the **Balance** to see how much there will be at that time

Time Off Policy: Vacation Full Time 40 [CHANGE](#) ▾

Summary | [TRANSACTIONS](#)

Balance As Of:  

21.56	Carryover	
hours	Time Off carried over from the previous accrual period	>
+ 27.72	Earned	
hours	Time Off earned in the current accrual period through the Balance As Of date	>
- 0.00	Taken	
hours	Time Off taken in the current accrual period before the Balance As Of date	>
=  49.28	Balance	
hours	Time Off available for use through the Balance As Of date	