# examples: earning and using vacation

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## example 1: mark

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|---|---|
| **Years of vacation service:** 7 | **Annual vacation entitlement:** 120 hours (15 days) |
| **Work schedule:** 5/40 | **Pay frequency:** Twice a month |

**Amount of vacation earned per pay period:** 5 hours*
(120 hours annual entitlement / 365 days per year x 15 days per pay period)

Mark uses all of his vacation in the year he earns it, as intended. His earned vacation balance is updated twice a month, after each pay period. Therefore, after the first pay period of the year (January 1 through 15), his available balance will show five hours; after the second pay period, his available balance will show 10 hours; and so on (as long as he doesn't take vacation). In April, Mark takes 40 hours of vacation. Even though he hasn't earned all 40 hours yet, he can still take them. In doing so, his balance for the next two pay periods will be negative until his accrual catches up. He can still take vacation (up to his annual entitlement of 120 hours) even when his available balance is negative, as he does during the pay period ending on August 31.

| Pay period ending | Hours earned* | Hours taken | Available balance* |
|---|---|---|---|
| 1/15 | 5 | 0 | 5 |
| 1/31 | 5 | 0 | 10 |
| 2/15 | 5 | 8 | 7 |
| 2/28 | 5 | 0 | 12 |
| 3/15 | 5 | 0 | 17 |
| 3/31 | 5 | 0 | 22 |
| 4/15 | 5 | 0 | 27 |
| 4/30 | 5 | 40 | -8 |
| 5/15 | 5 | 0 | -3 |
| 5/31 | 5 | 0 | 2 |
| 6/15 | 5 | 0 | 7 |
| 6/30 | 5 | 0 | 12 |

| Pay period ending | Hours earned* | Hours taken | Available balance* |
|---|---|---|---|
| 7/15 | 5 | 40 | -23 |
| 7/31 | 5 | 0 | -18 |
| 8/15 | 5 | 0 | -13 |
| 8/31 | 5 | 8 | -16 |
| 9/15 | 5 | 0 | -11 |
| 9/30 | 5 | 0 | -6 |
| 10/15 | 5 | 0 | -1 |
| 10/31 | 5 | 0 | 4 |
| 11/15 | 5 | 0 | 9 |
| 11/30 | 5 | 24 | -10 |
| 12/15 | 5 | 0 | -5 |
| 12/31 | 5 | 0 | 0 |

*\* Approximate amounts rounded to the nearest whole number.*

## example 2: julie

**Years of vacation service:** 32     **Annual vacation entitlement:** 240 hours (27 days)

**Work schedule:** 9/80     **Pay frequency:** Twice a month

**Amount of vacation earned per pay period:** 10 hours*
(240 hours annual entitlement / 365 days per year x 15 days per pay period)

Julie is planning to retire this year and her manager approved her request to use vacation to extend her retirement date. Her available vacation balance is updated twice a month, after each pay period. Therefore, after the first pay period of the year (January 1 through 15), her available balance will show 9.8 hours; after the second pay period, her available balance will show 19.6 hours; and so on (as long as she doesn't take vacation). Starting in February, Julie takes 240 hours of vacation. Even though she hasn't earned all 240 hours yet, she can still take them. In doing so, her available balance will become negative. She can still take vacation even when her available balance is negative. Because she's using her remaining vacation entitlement to extend her retirement date, her vacation balance won't catch up. When she retires in March, her vacation balance will be negative. She won't have to pay back the amount of vacation she took before it was earned.

| Pay period ending | Hours earned* | Hours taken | Available balance* | Pay period ending | Hours earned* | Hours taken | Available balance* |
|---|---|---|---|---|---|---|---|
| 1/15 | 10 | 0 | 10 | 7/15 | - | - | - |
| 1/31 | 10 | 0 | 20 | 7/31 | - | - | - |
| 2/15 | 10 | 0 | 30 | 8/15 | - | - | - |
| 2/28 | 10 | 80 | -40 | 8/31 | - | - | - |
| 3/15 | 10 | 80 | -110 | 9/15 | - | - | - |
| 3/31 | 10 | 80 | -180 | 9/30 | - | - | - |
| 4/15 | - | - | - | 10/15 | - | - | - |
| 4/30 | - | - | - | 10/31 | - | - | - |
| 5/15 | - | - | - | 11/15 | - | - | - |
| 5/31 | - | - | - | 11/30 | - | - | - |
| 6/15 | - | - | - | 12/15 | - | - | - |
| 6/30 | - | - | - | 12/31 | - | - | - |

*Approximate amounts rounded to the nearest whole number.*