Proactive Vacation Planning for Managers and Supervisors

While we can't always plan for employee's use of sick leave, FMLA, personal days, and other leaves of absence, we can be proactive in planning for vacation use to ensure college, department, and student needs are met. Planning for vacation leave can help your department be successful and have positive effects on employee morale.

Here are few tips to help your employees plan their vacation time while you ensure that you have sufficient staff for smooth operations.

1. Review your operations at the start of each calendar year to identify peak or busy times when staff must be present.

    - Once you have identified these times, speak to your employees as a group and let them know that there are certain times where vacation time will not be approved or if there are other limitations for vacation use (you can only spare 1 or 2 people during these times).

    - Be sure that when you communicate this to your employees that you explain the reason for such limitations. This will provide for better employee understanding of the need for a full staff during these peak times.

    - Once you communicate this message as a group, send the information in a follow up email to your employees. This again, will ensure employee understanding and they will have it for reference when scheduling their vacation.

2. Encourage employees to submit their vacation requests at the start of the year or as early as possible using the Absence Management System. This will allow you the ability to evaluate requests and approve vacations for the most efficient operations.

    - At any time, if a person requests vacation and you are unable to grant it because of business demands, or others have vacation at the same time, explain why those dates will not work and look for alternative dates with the employee.

3. Ensure that employees will not lose their vacation time. Review your employees vacation balances at the start of the year and what will be accrued each month. Work with your employees to use their vacation so they do not lose it.

    In addition, be sure to discuss vacation planning with your employees during their annual performance evaluation as directed by the evaluation procedure.

4. Cross train employees: When someone wants to use their time off, you then have trained employees to step in. And when a person is on vacation, split their duties between several staff as to not overload any one individual.

5. As a Manager/Supervisor, be sure to use your vacation time! Follow the same guidelines you have set for your employees.

Q1: How do I see my leave time balances?

A: Log into PeopleSoft Self Service, then follow the below path:

Main Menu > Self Service > Time Reporting > View Time > Absence Balances

Q2: How do I see my employees leave time balances?

A: Log into PeopleSoft Self Service, then follow the below path:

Main Menu > Manager Self Service > Time Management > View Time > Absence Balances

Q3: How do I see my employees leave requests?

A: Log into PeopleSoft Self Service, then follow the below path:

Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Absence Requests

Q4: Do my part time employees get vacation?

A: **Part - time Classified/Specialist** employees do get vacation time. See Q5 to determine how much time they accrue each month.

Part-time Flex employees do not earn vacation time.

Q5: How much vacation does my employee earn each month?

A: Full-time employees earn vacation time based on their employee job classification and their years of service. Part-time employees earn a pro-rated amount based on their job classification, years of service, and the number of board approved standard hours per week that they are scheduled.

Note: 9 – 10 month employees are also have an additional pro-rated amount based on months working.

Full-time employees' vacation accruals are listed in the Policy Manual, under Policy 939, Vacation.

http://dept.clcillinois.edu/pre/PolicyManual.pdf

Part-time employees can use the below calculation to determine how much vacation time they earn each month.

Full-time hours (40) × part time rate = part-time accrual per month

1. How many standard hours is the board appointed position per week?
   Example: 25 hours
2. The standard board appointed hours divided by (÷) 40 full time hours = the **part-time rate** at which they earn vacation. *Example: 25 hours ÷ 40 hours = 0.625 or 62.5%*
3. They will need to refer to the Policy Manual to determine what the full-time equivalent is that they would earn. *Example: Per Policy 939 a full time Classified/Specialist with the same years of service as the part time Classified/Specialist earns 11.34 hours per month*
4. Take the full-time equivalent and multiply (×) it by the percent you got in step 2. That will be the number of hours the part-time employee earns per month.
   Example: 11.34 hours × 62.5% = 7.0875
   This part-time employee earns 7.0875 hours of vacation per month.

Q6: What are the rules for vacation carry over?

A: All board approved employees are subject to a vacation cutback the end of the month in which their anniversary falls. They have a carry over cap based on their job classification and their years of service. Any vacation hours over their carry over cap that are not used by the last day of the month in which their anniversary falls, will be forfeited. *Example: Employee's anniversary is March 14th, their vacation cutback will occur on April 1st so they will need to use any excess vacation by March 31st. Their balance as of March 1st is 181 hours. Their carry over cap is 176 hours. They will need to use 5 hours of vacation time by March 31st or lose it on April 1st.*

Full-time employees vacation carryover cap is listed in the Policy Manual, under Policy 939, Vacation.

http://dept.clcillinois.edu/pre/PolicyManual.pdf

Part-Time employees can use the below calculation to determine what their carry over cap is.

1. How many standard hours is the board appointed position per week?
   Example: 25 hours
2. The standard board appointed hours divided by (÷) 40 full-time hours = the rate at which their carry over will be prorated. *Example: 25 hours ÷ 40 hours = 0.625 or 62.5%*
3. They will need to refer to the Policy Manual to determine what the full-time equivalent is that they would be able to carry over. *Example: Per Policy 939 a full time Classified/Specialist with the same years of service earns 176 hours per year*
4. Take the full time equivalent and multiply (×) it by the percent you got in step 2. That will be the carry over cap for the part-time employee.
   Example: 176 hours × 62.5% = 110

Q7: How do I know if I or my employees will lose vacation time?

A: You will need to know the following information:

1. Employees current balance (Q2 above)
2. Employees future requests (Q3 above)
3. Employees accrual rate (Q5 above)
4. Employees carry over cap (Q6 below)
5. Employees anniversary month (PeopleSoft Self Service: Main Menu > Manager Self Service > Job and Personal Information > View Employee Personal Info)

Refer to the Vacation Planning Calculation Spreadsheet that can be found on the HR Intranet under Absence Management > Proactive Planning Tools. There is a spreadsheet for full time employees and a spreadsheet for part time employees.

http://dept.clcillinois.edu/per/hrlinksnew.html