



Title: Vacations for Employees      Number: HR-2.05      Page: 1 of 7  
Revision: 16      Effective Date: 12/06/17

Approved by:  
  
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Applicable to:  
APSC Employees

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**1.0 Purpose**

Establish vacation entitlements and define procedures under which employees may schedule and take vacation.

**2.0 Accountable Resources**

- **Sr. HR Representative:** authorizes exceptions to this procedure and addresses any exception requests.
- **Employee’s Executive:** authorizes vacation carryover exception requests.
- **Supervisor/Manager:** verifies vacation eligibility and approves vacation requests during the year, to include requests for early vacation. Is accountable for approving their employees’ vacation time loaded in eTIME and carryover exception requests.
- **Compensation and Benefits:** develops, administers, and implements this procedure.
- **HR Generalist (HRG):** interprets this procedure, assists the supervisor/manager when considering an employee’s request, and works with the Sr. HR Representative for exception requests.
- **Occupational Health Unit (OHU) Representative:** verifies medical documentation relating to vacation entitlement reinstatement.



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- **Payroll:** maintains the record of vacation eligibility based on benefit service, carryover, and manages non-refresh status of employees.
- **Employee:** proposes vacation periods, requests early vacation, fills out eTIME with approved vacation up to 6 months in advance, and submits to supervisor for approval.

### 3.0 References

- [CW-200, Records Retention Schedule](#)
- [HR-2.04, Holidays](#)
- [HR-2.06, Employee Absences/Leaves](#)
- [HR-2.10, Time Reporting](#)
- [HR-2.08, Sick Pay for Employees](#)
- [Form 7036, Early Vacation Request Form](#)

### 4.0 Definitions

#### Benefit Service

The Alyeska Pension Plan benefit service is used to determine the amount of benefits for sick pay entitlements, vacation entitlements, and service awards. Benefit service normally begins on an employee's hire date and ends on his or her termination date. If an employee works less than a full-time schedule, all entitlements will be prorated. Periods during an approved or unapproved leave of absence may interrupt the accumulation of benefit service.

#### Adjusted Service Date

The adjusted service date is the date an employee established an employment relationship with Alyeska, taking into account any breaks in service as determined by the Alyeska Pension Plan.

#### Original Hire Date

The original date of hire is the date an employee first established an employment relationship with Alyeska.

#### Exempt

Exempt jobs are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). This classification is based on job duties, responsibilities, and level of decision making authority.

#### Non-Exempt

Non-exempt jobs are subject to the Fair Labor Standards Act (FLSA) provisions including the payment of overtime. Employees in non-exempt jobs are normally required to account for hours and fractional hours worked.



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## 5.0 Procedure

### Calculation of Paid Vacation Hours

Urban Non-Exempt: Employees hired into non-exempt positions receive a vacation entitlement of 80-hours. A prorated amount of hours will be calculated if an employee is hired after January 1st.

Field Non-Exempt: Employees hired into non-exempt jobs receive a vacation entitlement of 84-hours. A prorated amount of hours will be calculated if an employee is hired after January 1st.

Exempt: New Hire Employees hired into exempt jobs receive a vacation entitlement based on the number of exempt-level years of experience not to exceed 160 hours urban or 168 hours field. A prorated amount of hours will be calculated if an employee is hired after January 1<sup>st</sup>.

Except as noted above, vacation entitlements are based on:

- Employee’s Benefit Service, and
- Employee’s assigned work schedule (Field or Urban).

**Table 1. Field Schedule**

Length of Service with Alyeska which will be completed in the calendar year	Hourly, Non-Exempt and Exempt Vacation Entitlement
0 through 4	84 hours (1 work week)
5 through 9	126 hours(1-1/2 work weeks)
10 through 19	168 hours (2 work weeks)
20 through 29	210 hours (2-1/2 work weeks)
30 or more	252 hours (3 work weeks)

**Table 2. Urban Schedule**

Length of Service with Alyeska which will be completed in the calendar year	Vacation Entitlement
0 through 4	80 hours
5 through 9	120 hours
10 through 19	160 hours
20 through 29	200 hours
30 or more	240 hours

### A. ACCRUING VACATION

1. Active employees are eligible for their annual vacation entitlement on January 1 of each year.
2. Employees on sick leave or unpaid leave (other than for birth or adoption of a child) on the last day of their normally scheduled shift or work week or out for more than 12 cumulative weeks due to illness or injury (using any type of leave) during the calendar year must physically return to work and meet the eligibility requirements outlined in HR 2.08, Sick Pay for Employees, (e.g. back at work for a certain number of consecutive



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scheduled work weeks), to receive, earn, and use the new or following year's vacation entitlement, personal leave, and sick leave.

3. Employees on the Job Share/Part Time plan will have vacation entitlements pro-rated according to the work schedule of the employee. For example, if an employee moves to a half-time work schedule and has 160 hours of vacation entitlement remaining for the year as a full-time employee, their adjusted entitlement will be for 80 hours prorated from the date they start on the half-time work schedule. If the same employee moves to a three-quarter time work schedule, their adjusted vacation entitlement will be 120 hours of vacation entitlement after the adjustment.

### B. SCHEDULING OF VACATION

1. Vacation should be scheduled as far in advance as possible in the calendar year the vacation entitlement benefit is received. eTIME can be filled out with vacation time up to six months in advance.
2. Vacation must be approved by supervisor/manager prior to using the vacation entitlement benefit.
3. Field scheduled assigned employees may request vacation in full work week/shift increments. Employees requesting use of vacation less than a full week or "on" shift increments must receive prior approval by the supervisor. Supervisors may require employees to work or take leave without pay for the remaining portion of the work week/shift based on business necessity.
4. The preference of the employee will be considered; however, vacations must be taken around Alyeska's operating requirements as determined by the employee's supervisor.
5. Vacations initiated in the last month of the year that continue unbroken into the following calendar year will be counted against the prior year's entitlement, if the prior year's entitlement has not been exhausted.
6. Exempt employees may not use partial days as vacation.
7. Employees in certain situations may be approved by their supervisor for early vacation. Each request will be reviewed on a case by case basis. An approved Early Vacation Request ([Form 7036](#)) must be forwarded to Payroll prior to use of the early vacation and the hours entered in eTIME. If early vacation is approved and the employee leaves the Company prior to becoming eligible for said vacation, the early vacation payment will be deducted from the employee's final paycheck.

### C. PUMP STATION PRIORITY

1. The employee with the longest term of service with Alyeska will receive priority. The employee's service anniversary date determines vacation leave, as reported by the Human Resources Department.
2. Employees with the longest service periods will not receive priority for the *same* premium vacation period, year after year unless that premium period is uncontested, but



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will receive priority for those same dates on a five-year cycle. Employees taking an uncontested premium vacation period one year will not automatically be granted the same period the following year unless it is again uncontested.

3. Employees with the same service date who desire the same vacation period and who are unable to come to an agreement will be given priority based on the alphabetical sequence of their last name. Employees who do not get their choice under these conditions one year will receive priority the following year.
4. If a Field scheduled employee has requested more than one vacation period in any one year, the second and subsequent requests will be honored only after other employees' requests have been reviewed and approved/denied.

#### **D. VACATION PAY**

1. Timesheets with vacation hours should be submitted by all employees prior to the vacation commencing. Hours can be entered into eTIME up to six (6) months in advance of the leave. Exempt employees must always claim vacation leave in full-day increments; non-exempt employees take leave in hourly increments and must make sure to input all hours for their normal schedule whether vacation is used or the hours are worked.
2. Vacation pay is an amount equal to the employee's compensation for a regular work schedule.
3. Field Scheduled Exempt employees will be paid their normal salary and allowances during vacation.
4. Field Scheduled Hourly and Non-Exempt employees will be paid for the number of hours normally worked during their scheduled work cycle, including applicable overtime premiums.
5. If an employee transfers from an Urban schedule to a Field schedule or vice versa status after taking incremental hours or days of vacation, the remaining vacation entitlement will be converted accordingly.
6. When an employee terminates or retires from the company, he or she may elect to receive cash-in-lieu of earned vacation not taken or may elect to defer their end of employment date until all earned vacation is used. Employees who are terminated for cause or who leave under special separation programs do not have this option and will receive cash-in-lieu of earned vacation not taken.

#### **E. DEFERRED VACATIONS**

1. If an employee becomes ill before starting a vacation and the illness extends into the scheduled vacation period, the vacation may be postponed with supervisor approval, prior to the vacation commencement.
2. Vacation Reinstatement due to illness or injury:



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- a) If any employee becomes ill or injured after the vacation has commenced and the employee is seeking vacation reinstatement, the employee must:
  - 1) See a medical provider immediately and obtain signed and dated medical documentation that states the days the employee is unable to work.
  - 2) Make contact with their supervisor and an Occupational Health Representative to let them know of their illness/injury on the day they see the doctor.
  - 3) Continue to make daily contact with their supervisor during the illness/injury.
  - 4) Obtain a medical release from the Occupational Health Unit or Medical Director prior to returning to work if the illness is more than five (5) days.
  - 5) Notify HR of their intent to request vacation reinstatement.
  - 6) Upon returning to work, provide OHU with a memo outlining the illness/injury and medical documentation from the attending physician obtained during the illness/injury verifying dates: vacation may be reinstated for the days after medical attention was sought and only if the procedure is followed.
  - 7) Sign a medical release of information for the illness/injury **and submit to OHU** to verify information pertaining to request for vacation reinstatement.
- b) OHU will verify information provided and seek approval from HR. If approved, HR will work with payroll to reinstate the requested vacation.

### F. AUTOMATIC ROLLOVER

1. Alyeska has an automatic rollover process for unused vacation. All hours up to 80 hours for urban employees and 84 hours for field employees (prorated for those employees working less than full time) are automatically rolled over to the next calendar year. No action or approvals are required of the employee or the supervisor/manager.
2. If an employee is unable to take vacation because of an OHU medically managed injury or illness, a non-disciplinary approved leave of absence, or an extraordinary operational business need, an exception request to carry over an amount beyond the threshold limits must be in writing (via e-mail) with chain of command approval and submitted to HR and to Payroll no later than the first Monday in December. If granted, the hours will be added to the following year's vacation entitlement.
3. If an employee is planning for the known birth or adoption of a child, that employee may roll over all remaining vacation entitlements by notifying chain of command, OHU, HR, and Payroll no later than the first Monday in December.
4. Vacation entitlements not used by the calendar yearend in which they are received (except for reasons defined above) will be forfeited.

**End of Procedure**



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## 6.0 Records

<ul style="list-style-type: none"> <li>• Vacation Carryover Request (Form 10372)</li> <li>• Early Vacation Request Form (Form 7036)</li> </ul>	<p>All records generated as a result of this document will be retained in accordance with <a href="#">CW-200, Records Retention Schedule</a>.</p>
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## 7.0 Revision History

Revision	Date	Revision Summary
16	12/06/2017	Clarified vacation for exempt level employees, simplified language, updated eTIME use language and entitlements due to sick leave, and added in pre-approval. Updated Early vacation request language. Added details around pregnancy/adoption related vacation rollover.
15	2/27/2017	Updated Section 5 <i>Calculation of Paid Vacation Hours</i> to reflect proration process.
14	10/28/2016	Updated to reflect new annual automatic roll over process for vacation remaining at end of year.
13	1/28/2016	Updated to reflect Form 10372 Vacation Carryover Request. Clarified holiday time and vacation use for field exempt employees.
12	1/15/2014	Change to 1 year waiting period for urban and field non-exempt employees.
11	8/19/2013	Detailed review of procedure. Updates regarding reference to HR 2.08 Sick Pay for Employees regarding benefit refresh eligibility. Updated language for vacation entitlement calculation and accrual. Administrative and grammatical edits. Updated Vacation Reinstatement requirements.
10	10/07/2011	Updated content to reflect current practice and revised template to align with the TAPS Documents formatting characteristics. Note: This procedure and revision, HR-2.05r10, supersedes the previous naming convention, procedure, and revision E-2.05.02r9.
9	2/29/2000	Transitioned from hard copy procedure to TAPS Document System
1-8		Maintained by HR in hard copy format