

Planned Unpaid Vacation Program FAQs

Can I elect additional vacation days?

Yes, eligible employees can elect up to five additional Planned Unpaid Vacation days (PUVs); however, **your paycheck will not have any pre-tax payroll deductions for the PUVs you elect.** **When you use a PUV day, you will not be paid for that day.** For example, if you use one planned unpaid vacation day during the workweek, your pay will be reduced by one full-day's pay on your next paycheck.

To avoid a large reduction from in one check, it's recommended that you take one PUV day per pay period, and in conjunction with regular vacation days as necessary. **Estimate the cost of using a PUV day(s) by using the PUV Cost Estimator.**

Do I have to obtain my supervisor's approval to take a Planned Unpaid Vacation day?

Yes, like all vacation days, PUV days must be scheduled in advance and approved by your supervisor when possible. However, you do not need to obtain supervisor approved to elect up to five Planned Unpaid Vacation days (PUVs) during the Open Enrollment period.

Will I get paid when I use a Planned Unpaid Vacation Day?

No, when you use a PUV, you will not be paid for that day. For example, if you use one planned unpaid vacation day during the workweek, your pay will be reduced by one full-day's pay on your next paycheck. In addition, you cannot use PUV and work overtime in the same day.

How much money will be taken out of my paycheck when I use a Planned Unpaid Vacation Day (PUV)? Is the rate of pay from when I elected the PUV during Open Enrollment or when I use the PUV day?

The pay that is deducted from your paycheck is calculated in the pay period the day(s) was taken. To avoid a large reduction from in one check, it's recommended that you take one PUV day per pay period, and in conjunction with regular vacation days as necessary. **Estimate the cost of using a PUV day(s) by using the PUV Cost Estimator.**

The PUV Cost Estimator asks me to enter the number of regularly scheduled workdays in a PUV month. How do I determine the number of workdays in a month?

The number of workdays in a month include the days that you are regularly scheduled to work. This includes paid holidays and vacation/sick/other leave, but does not include additional days scheduled to work on temporary basis.

Example 1

Reya is a salaried employee and works five days a week, eight hours a day Monday through Friday. She wants to take a Paid Unplanned Vacation day in March 2018.

To figure out how many workdays Reya has in a month, she would count all weekdays in that calendar month. The total number of weekdays in March is 22 days.

Example 2

Ryan is a salaried employee and works 10 hours a day, four days a week, Monday through Thursday. He wants to take a Paid Unplanned Vacation day in April 2018.

To figure out how many workdays Ryan has in a month, he would count all weekdays in that calendar month except Fridays.



The total number of workdays in April for Ryan are 17 days, which is 21 weekdays less the four Fridays that aren't part of his standard work schedule.

Example 3

Maurice is an hourly employee and works 10 hours a day, four days a week. He normally has every Friday off. However, Maurice meets with his supervisor weekly, and if needed, is scheduled to work on Fridays. These Fridays, though scheduled weekly in advance, are not part of Maurice's regular work schedule.

Do my elected Planned Unpaid Vacation Days rollover from year to year?

No, any PUVs not used by December 31 will be forfeited. Your pay will not be deducted for any unused PUVs.

Will I still accrue paid vacation time when I use my Planned Unpaid Vacation Days?

Yes, vacation service time will continue to accrue when you take a planned unpaid vacation day.

Let's say I get paid \$120,000 a year and one day of PUV is \$461.60. When I use one PUV day, is my salary reduced by \$461.60?

There is no decrease to your rate of pay; however, your earnings statement will reflect the decrease. Your annual salary is still \$120,000 per year, but if you use a PUV day, your W-2 wages will be \$119,538.40.

Which annual salary number is used during the calculation of the STIP?

The Short-term Incentive Plan (STIP) calculation is based on what you actually earn in a year, not your rate of pay. If we use the example above and you take one PUV day, your STIP calculation will be based on the \$119,538.40 that you actually earned.

Are the numbers of years of service or retirement calculations affected when I use Planned Unpaid Vacation (PUV) days?

No, your pension is calculated based on your service time and annual base salary, and will continue to accrue at the normal rate. However, your 401k contributions will be affected as your pay will decrease when you use PUV days.

How will my pay be affected if I was asked to come in on a weekend or on a day that I am normally off instead of one of my regular days?

In this case, you should count the days in your regular schedule, not the specially assigned temporary workday change. **Estimate the cost of using a PUV day(s) by using the PUV Cost Estimator.**

How will my pay be affected if I work overtime, doubletime or additional days throughout the month? Do these count as workdays?

Only *scheduled* workdays are considered when calculating the daily value of planned unpaid vacation days.

Do company holidays, sick time or vacation count as workdays?

To the extent that if not for that absence, you would be scheduled to work, then yes.