

Planned Unpaid Vacation Program FAQs

Can I still elect additional vacation days?

Yes, eligible employees can still 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.

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.

Example: Mary makes \$200 per day. Normally, Mary's gross bi-weekly paycheck is \$2,000. Mary has elected five PUV days for the year and decides to use one day in the next pay period. Mary's gross pay for the period in which she used one PUV day will be \$1,800.

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.

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.

Why is the Vacation Buy Program going away?

The former Vacation Buy program was deemed non-compliant with the IRS guidelines. The Planned Unpaid Vacation policy was created to allow employees to continue to elect additional vacation days while within IRS compliance.

PUV days provide the same benefit of electing additional vacation days—however, the timing of the deduction from your paycheck is different.

Is the Vacation Buy Program going away because of the new Time Off policies?

No, the Vacation Buy Program was replaced by the Planned Unpaid Vacation policy to ensure compliance with the IRS.

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.



Can you show an example of how the new PUV Days pay versus the old Vacation Buy Days?

Clare is a PG&E employee who makes \$120,000 per year and elects five extra Vacation Days.

Under the Vacation Buy Program, Clare pre-pays the cost of five days over a 12-month period. With the new Planned Unpaid Vacation Days, Clare’s paycheck will be deducted for the days as she takes them. Five days of vacation at Clare’s salary costs \$2,308.

Example 1: These are Clare’s Monthly Paychecks when she takes all five days at the end of the calendar year.

Example 2: These are Clare’s Monthly Paychecks when she takes one day in May, June, July, November and December.

Month	Gross Salary with Former Vacation Buy Program	Gross Salary with New PUV Program
January	\$9,807.66	\$10,000
February	\$9,807.66	\$10,000
March	\$9,807.66	\$10,000
April	\$9,807.66	\$10,000
May	\$9,807.66	\$10,000
June	\$9,807.66	\$10,000
July	\$9,807.66	\$10,000
August	\$9,807.66	\$10,000
September	\$9,807.66	\$10,000
October	\$9,807.66	\$10,000
November	\$9,807.66	\$10,000
December	\$9,807.66	\$7,692
Total	\$117,692	\$117,692

Month	Gross Salary with Former Vacation Buy Program	Gross Salary with New PUV Program
January	\$9,807.66	\$10,000
February	\$9,807.66	\$10,000
March	\$9,807.66	\$10,000
April	\$9,807.66	\$10,000
May	\$9,807.66	\$9,538.40
June	\$9,807.66	\$9,538.40
July	\$9,807.66	\$9,538.40
August	\$9,807.66	\$10,000
September	\$9,807.66	\$10,000
October	\$9,807.66	\$10,000
November	\$9,807.66	\$9,538.40
December	\$9,807.66	\$9,538.40
Total	\$117,692	\$117,692

Example 3: These are Clare's Monthly Paychecks when she takes all five days at the beginning of the calendar year, in January.

Month	Gross Salary with Former Vacation Buy Program	Gross Salary with New PUV Program	Cumulative Dollars Saved
January	\$9,807.66	\$7,692	\$(2,115.66)
February	\$9,807.66	\$10,000	\$(1,923.32)
March	\$9,807.66	\$10,000	\$(1,730.98)
April	\$9,807.66	\$10,000	\$(1,538.64)
May	\$9,807.66	\$10,000	\$(1,346.30)
June	\$9,807.66	\$10,000	\$(1,154.04)
July	\$9,807.66	\$10,000	\$(961.70)
August	\$9,807.66	\$10,000	\$(769.36)
September	\$9,807.66	\$10,000	\$(577.02)
October	\$9,807.66	\$10,000	\$(384.68)
November	\$9,807.66	\$10,000	\$(192.34)
December	\$9,807.66	\$10,000	\$0
Total	\$117,692	\$117,692	\$0

Using the salary example above, 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.