



Don't Skip Out on Your Vacation

Your Life.



Recent studies suggest that people who take regular vacations are happier, healthier, and more satisfied with their jobs and relationships than those who don't take time off. Stress can take a toll on your heart, can cause anxiety and may lead to depression. Taking time off to recharge can help keep these symptoms at bay.

If the thought of taking vacation makes you feel more stress, consider doing the following:

- Leading up to your vacation, determine who will cover for you. Provide them with as much information as possible about your current projects and any potential items that may come up while you're away. You may also want to inform your key contacts ahead of time that you'll be out and who will be able to assist during your absence.
- Break up your vacation into shorter periods of time. For example, rather than taking an entire week off, take two or three days at a time. That way, you can continue to manage your workload and look forward to your next vacation.

Taking vacation time isn't just a luxury, it's vital for your health and well-being.

Reminder to Schedule Your Vacation Before the End of the Year

You are encouraged to use your vacation hours each year by planning ahead and working with your supervisor to schedule time off. You can check your vacation balance anytime online. Go to the [U.S. HR website](#) and select [MyHR – Employee Services](#). Choose **Time Statement** under the Time Recording heading and select **Vacation** from the drop-down next to **Absence/Attendance Types** at the top of the page, then click **Show**. Emails showing your annual vacation allowance, vacation balance and deferred vacation balance (unused vacation hours carried over from previous years) to date are also sent to you and your supervisor at the beginning of each quarter.

Refer to [HR Policy 120 – Annual Vacations](#) for more information about eligibility and use.