



vacation out examples

The following are examples of how to calculate your vacation out hours and how your final vacation balance is calculated if you vacation out.

- In Example 1, Mary did not have a vacation balance as of December 31 of the previous year and did not take any vacation in the current year.
- In Example 2, Bruce had a vacation balance as of December 31 of the previous year and did not take vacation in the current year.



example 1: mary

Annual vacation amount: **160 hours**

Years of vacation service: **15**

Vacation balance as of
December 31 of the previous year: **0 hours**

Vacation used in current year,
before vacation out begins: **0 hours**

1 Determine eligibility, seek approval

Mary discusses with her supervisor her wish to retire and use vacation to extend her termination date (vacation out). Mary's supervisor confirms she meets the eligibility requirements as outlined in the *Termination of Employment* section in [HR Policy 120 - Vacations](#) (intranet) and approves Mary's request to vacation out.

2 Determine vacation hours that can be used to vacation out

Mary can use *up to* 160 hours (her annual vacation amount) **minus** any vacation used in the current year. Because she hasn't taken any vacation in the current year, she can use all 160 hours to vacation out. She cannot use any vacation hours earned in previous years to vacation out (if she had any).

3 Estimate payout, if any

Let's say Mary would have earned approximately 58 hours of vacation in the current year as of her termination date. She did not use any vacation in the current calendar year before she began to vacation out. She's using 160 hours to vacation out, which means she'll use more vacation than she earned as of her termination date:

$$\begin{array}{r} 58 \text{ hours earned and unused in current year} \\ -160 \text{ hours used to vacation out} \\ \hline -102 \text{ hours of unearned vacation} \end{array}$$

Because her final vacation balance will be a negative amount at the time of termination, Mary will not receive a payout. Even though she's taken more vacation than she's earned, she won't be required to pay back the amount she took but didn't yet earn.

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example 2: bruce

Annual vacation amount: **240 hours**

Years of vacation service: **30**

Vacation balance as of
December 31 of the previous year: **110 hours**

Vacation used in current year,
before vacation out begins: **40 hours**

1

Determine eligibility, seek approval

Bruce discusses with his supervisor his wish to retire and use vacation to extend his termination date (vacation out). Bruce's supervisor confirms he meets the eligibility requirements as outlined in the *Termination of Employment* section in [HR Policy 120 - Vacations](#) (intranet) and approves Bruce's request to vacation out.

2

Determine vacation hours that can be used to vacation out

Bruce can use *up to* 240 hours (his annual vacation amount) **minus** any vacation used in the current year. Because he has already taken 40 hours of vacation in the current year, he can only use up to 200 hours ($240 - 40 = 200$) to vacation out. He cannot use any vacation hours earned in previous years to vacation out.

3

Estimate payout, if any

Let's say Bruce would have approximately 150 hours earned and unused vacation from the current year as of his termination date. He also had 110 vacation hours as of December 31 of the previous year. He's using 200 hours to vacation out, which means he'll have a balance of 60 hours earned but unused as of his termination date:

$$\begin{array}{r} 150 \text{ hours earned and unused in current year} \\ +110 \text{ hours as of December 31 of the previous year} \\ -200 \text{ hours used to vacation out} \\ \hline 60 \text{ hours of earned but unused vacation} \end{array}$$

Because his final vacation balance will be a positive amount at the time of termination, Bruce will receive a payout of 60 hours.