

vacation resource

earning vacation and vacation balance display

supplemental information for HR policy 120 – vacation for U.S.-payroll employees

document overview

This resource document provides further detail only about the calculation of earned vacation and your vacation balance display in Workday.

As a reminder, the information discussed here may be subject to collective bargaining and, therefore, may not apply to union-represented employees.

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Example Vacation Balance Display

calculation of vacation you earn on a daily basis (daily earning rate)

You earn vacation on a daily basis, but the calculation used to determine the *amount* of vacation you earn daily – also known as your **daily earning rate** – will fluctuate due to the way Workday calculates this rate.



Does the Workday calculation affect my overall vacation amount?

The calculation only affects your daily earning rate; you'll continue to be eligible for the *same* total annual vacation hours.

Workday Calculation

Daily Earning Rate

Your annual vacation amount (hours)

÷ 24 (Number of **semi-monthly accrual periods** in a calendar year)

÷ Number of days in the semi-monthly accrual period

= Daily Earning Rate

In Workday, your daily earning rate will *fluctuate* depending on the number days in a semi-monthly period. In general, the shorter the semi-monthly period, the greater the daily earning rate.

What are semi-monthly accrual periods?

Each month has two periods in which you earn vacation on a daily basis. These are referred to as **semi-monthly accrual periods**. There are **24** accrual periods in a calendar year. (Accrual periods *only* apply to vacation and may not be the same as pay periods.)

First Accrual Period

Always occurs on the 1st through 15th of each month and is *always* **15 days**.

Second Accrual Period

Starts on the 16th and ends on the last day of each month.

Therefore, the number of days in the second accrual period will fluctuate as follows:

- In months with 28 days, the second period will be **13 days**.
- In months with 29 days, the second period will be **14 days**.
- In months with 30 days, the second period will be **15 days**.
- In months with 31 days, the second period will be **16 days**.

In summary, with **Workday**

- ✓ You earn the *same* number of *total* vacation hours in each **semi-monthly accrual period**.
- ✓ The rate at which you earn those vacation hours – the **daily earning rate** – is *always* the same rate in the **first** semi-monthly accrual period of each month.
- ✓ The daily earning rate *fluctuates* with the number of days in the **second** semi-monthly accrual period of each month.
- ✓ Even though your daily earning rate may fluctuate, by the end of the year, the vacation you earn on a daily basis will continue to total up to your existing **annual vacation amount** (assuming you don't reach the earning cap or leave Chevron).



putting it all together

example calculation of daily earning rate in workday



jack

Jack has **30** years of service and is eligible for **240** hours of annual vacation.

Workday Calculation

Daily Earning Rate

Between May 1 and May 31, Jack will earn vacation on a daily basis under the calculation used by Workday:

Jack's semi-monthly accrual rate:

240 annual vacation hours ÷ **24** semi-monthly periods = **10 hours**

Jack's daily earning rates in May

10 hours each semi-monthly period ÷ **Number of days** in the period

- First May accrual period (May 1- May 15) is **15 days**
- Second May Accrual Period (May 16 - May 31) is **16 days**

Daily Earning Rate May 01 – May 15 (**10 hours** ÷ **15 days**) **0.66667 hours daily**

Daily Earning Rate May 16 – May 31 (**10 hours** ÷ **16 days**) **0.62500 hours daily**

display of vacation balance

In Workday, your vacation grows on a daily basis but your vacation balance display will only update at the *end* of each semi-monthly accrual period.

Used vacation will be deducted from your vacation balance display as soon as it occurs.



In Workday, your vacation balance display will only update at the *end* of each semi-monthly accrual period, on these dates, as follows:

15th **of each month**

Includes vacation earned from the 1st – 15th of the *current* month.

last day **of each month**

Includes vacation earned from the 16th – the last day of the *current* month.



putting it all together example vacation display in workday



jack

Jack has **30** years of service and is eligible for **240** hours of annual vacation.

Workday Sample Vacation Balance Display

Here's an example of how Jack's Workday vacation balance display works for the month of May. For purposes of this example, Jack has also taken some vacation time prior to May.

First May Accrual Period (May 1 - May 15) is 15 days:

Jack earns **0.66667** hours each day, May 1 – May 15.

Second May Accrual Period (May 16 - May 31) is 16 days:

Jack **0.62500** hours each day, May 16 – May 31.

Jack's Vacation Balance Display in Workday

Jack's vacation balance display in in Workday will only update at the *end* of each semi-monthly accrual period.

April 30	44 hours in balance	Includes vacation earned up to April 30 minus vacation taken.
May 01	44 hours in balance	Behind the scenes, Jack has earned .66667 hours in this accrual period.
May 02	44 hours in balance	Behind the scenes, Jack has earned 1.33334 hours in hours in this accrual period.
May 14	44 hours in balance	Behind the scenes, Jack has earned 9.33338 hours in this accrual period.
May 15	54 hours in balance	Includes vacation earned up through the end of the first accrual period in May (May 1 – May 15).
May 16	54 hours in balance	Behind the scenes, Jack has earned .62500 hours in this accrual period.
May 31	64 hours in balance	Includes vacation earned up through the end of the second accrual period in May (May 16 – May 31).