

Southeast Kansas Human Resource Association Poll  
January 2016

How much vacation time is offered?

Does your company shut down at any time during the year and if so, how long, and do employees automatically get paid or do they need to use time from their vacation bank to get paid?

	<b>Comments</b>	<b>Shut down Information</b>	<b>Business Type</b>						
1	0-5 years gets two weeks and 5+ years get 3.	No shut downs	Manufacturing						
2	Years of service 1-5 = 8 hours per month Max 140 hours 5-10 = 10 hours per month Max 160 hours 10+ = 12 hours per month Max 160 hours		Healthcare						
3	10 days annually		Education						
4	Varying amounts of vacation based on years of service. 1st -5 <sup>th</sup> : 2 weeks/ year; 6th -9 <sup>th</sup> : 3 weeks and 10th or more 4 weeks.		Healthcare						
5	Up to 2nd year anniversary – 80 hours per year 2 – 4 years – 120 hours per year 5+ years – 160 hours per year		Manufacturing						
6	1 <sup>st</sup> year anniversary pro-rated Jan. 1 of 2nd year of service – 5 days Jan. 1 of 3rd year of service – 10 days Jan. 1 of 15th year of service – 15 days		Manufacturing						
7	0-4 years = 2 weeks 5-19 years = 3 weeks 20+ = 4 weeks	No shut downs.	Manufacturing						
8	6 Months – 20 hours; 1 year – 40 hours; 3 years – 80 hours; 8 years – 120 hours; 20 years – 160 hours	Have an annual maintenance shut down which lasts 1 week to 10 days. Employees who have vacation can take it, but it is not required.	Manufacturing						
9	13 days per year/6 holidays		Healthcare						
10	Accrued by years and service and hours worked example 0-1years accrued at .0461 per hour worked		Healthcare						
11	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Years of Service</th> <th style="text-align: center;">Annual Vacation Accrual</th> <th style="text-align: center;">Hours of Pay</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </tbody> </table>	Years of Service	Annual Vacation Accrual	Hours of Pay				The last few years we have shut down the week of Christmas (which will include 1-3 paid holidays). If the	Manufacturing
Years of Service	Annual Vacation Accrual	Hours of Pay							

	1 through 4	Two (2) weeks	80 hours	employee has benefit time available, they have to use it for the non-holiday days, if not the time is unpaid.	
	5 through 9 years	Three (3) weeks	120 hours		
	10 or more years	Four (4) weeks	160 hours		
12	1st year - 40 hours; 2-9 years - 80 hours; 10 - 19 years - 120 hours; 20 or more years - 160 hours  *Please note that employees receive 8 hours a month for sick leave and can accrue and bank up to 320 hours each year. We also are eligible for overtime hours to be converted to comp time.			Emergency Closing - When decision is made after the workday has begun employees will receive payment. When decision is made before the workday has begun, time off from scheduled work will be unpaid. Emergencies include severe weather, fires, power failures, earthquakes, or weather that disrupts company operations.	County
13	40 hours after 1 year; 80 hours after 3 years for production. 80 hours after 1 year for office and 3 weeks after 10 years. Office also gets a week of personal time.				Manufacturing
14.	1st year – 7 days; 2-5 years – 10 days; 6-9 years – 15 days; 10-14 year – 18 days; 15-19 years – 20 days; Over 19 years – 25 days  Employees who pass their 25 year anniversary will accrue one additional day of vacation for every three years thereafter (i.e. over 28 years’ service will accrue 26 days’ vacation; 31 years’ service will accrue 27 days)			No shut downs.	City/Government
15	Completed years of service – Paid annual leave time: 1 yr – 5 days 2-3 yrs – 7 days 4-8 yrs – 10 days 9-15 yrs. – 14 days 16 yrs. & up – 15 days				