



WPI

WPI Vacation Benefit Education Session



Vacation Benefit at WPI

- At WPI, we believe that time away from work is essential to your health, well-being, and overall effectiveness. We offer generous vacation benefits and encourage all staff to take time to rest and recharge.
- Vacation benefits are available to both full-time and part-time staff. Time is earned each pay period and accrues based on employment status, work schedule, and length of service.
- Vacation may only be used once it has been earned. The accrual begins immediately upon hire.

Maximum Vacation Accrual Schedule

Effective July 1, 2025

To encourage regular use of vacation time, WPI has established maximum accrual limits. Once you reach the cap, you will stop accruing additional vacation until you use some of your time.

Fiscal Year	Maximum Accrual Cap
FY26 (7/1/25 - 6/30/26)	1.5 x annual accrual
FY27 (starting 7/1/26)	1.25 x annual accrual **
FY28 (starting 7/1/27)	1.0 x annual accrual **

- Accruals pause once the cap is reached
- Vacation does not accrue during unpaid leaves
- Any hours above the cap will be forfeited. Forfeited vacation hours are not paid out upon termination

** This change does not apply to non-exempt union employees.



Vacation Benefits for Non-Exempt (Hourly) Staff

Vacation accrual is prorated for staff working fewer than 40 hours per week

Length of Service	Annual Accrual	Bi-Weekly Accrual (40hrs / Week)
1 year but less than 3	2 weeks (10 days)	3.08 hours
3 years but less than 7	3 weeks (15 days)	4.61 hours
7 years but less than 25	4 weeks (20 days)	6.15 hours
25 years or more	5 weeks (25 days)	7.69 hours

Vacation Benefits for Non-Exempt Union (Hourly) Staff

Length of Service	Annual Accrual	Bi-Weekly Accrual (40hrs / Week)
1 year but less than 5	2 weeks (10 days)	3.08 hours
5 years but less than 10	3 weeks (15 days)	4.61 hours
10 years but less than 25	4 weeks (20 days)	6.15 hours
25 years or more	5 weeks (25 days)	7.69 hours

How do I calculate my accrual by pay period?

Non-Exempt (Hourly) Staff Examples

- Full Time:
 - Scheduled 40 hour/week
 - 3 years of service = 3 weeks vacation per year

Calculation

- $40 \text{ hours} \times 3 \text{ weeks vacation} = 120 \text{ hours of vacation time}$
- $120 \text{ hours} / 26 \text{ pay period per year} = 4.61 \text{ hours per pay period}$

- Part Time:
 - Scheduled 24 hour/week
 - 3 years of service = 3 weeks vacation per year

Calculation

- $24 \text{ hours} \times 3 \text{ weeks vacation} = 72 \text{ hours of vacation time}$
- $72 \text{ hours} / 26 \text{ pay period per year} = 2.76 \text{ hours per pay period}$

Vacation Benefits for Exempt (Salaried Staff)

Vacation accrual is prorated for staff working fewer than 37.5 hours per week.

Length of Service	Annual Accrual	Bi-Weekly Accrual 37.5 hrs/week
1 year but less than 25	4 weeks (20 days)	5.77 hours
25 years or more	5 weeks (25 days)	7.21 hours

How do I calculate my accrual by pay period?

Exempt (Salaried) Staff Examples

- Full Time:
 - Scheduled 37.5 hour/week
 - 3 years of service = 4 weeks vacation per year

Calculation

- $37.5 \text{ hours} \times 4 \text{ weeks vacation} = 150 \text{ hours of vacation time}$
- $150 \text{ hours} / 26 \text{ pay period per year} = 5.77 \text{ hours per pay period}$

- Part Time:
 - Scheduled 32 hour/week
 - 3 years of service = 4 weeks vacation per year

Calculation

- $32 \text{ hours} \times 4 \text{ weeks vacation} = 128 \text{ hours of vacation time}$
- $128 \text{ hours} / 26 \text{ pay period per year} = 4.92 \text{ hours per pay period}$

Calculating Your Maximum Accrual

Formula: Annual Vacation Weeks × Scheduled Weekly Hours × Accrual Cap

Example: An employee working 37.5 hours/week with 4 weeks of vacation and a 1.50 × cap:

→ $4 \times 37.5 = 150$ hours/year

→ $150 \times 1.50 = \mathbf{225 \text{ hours}}$ maximum accrual until June 30th 2026

Effective July 1st 2026:

Example: An employee working 37.5 hours/week with 4 weeks of vacation and a 1.25 × cap:

→ $4 \times 37.5 = 150$ hours/year

→ $150 \times 1.25 = \mathbf{187.5 \text{ hours}}$ maximum accrual until June 30th 2027

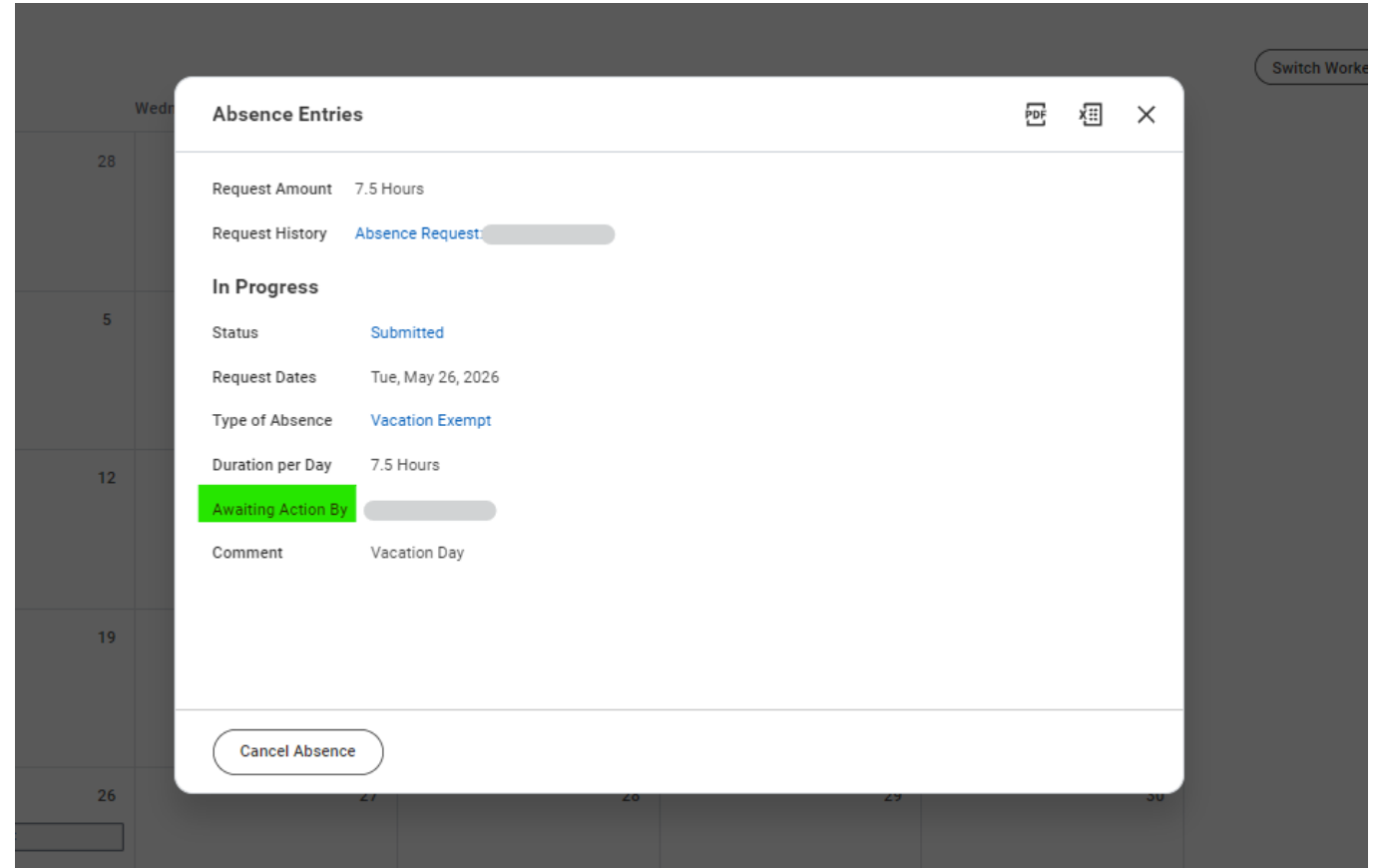
** Employees should try to get balances below 187.5 hours before July 4, 2026 to ensure no time is forfeited. Notifications are sent to employees with high vacation balances in Workday.

How do I Request an Absence?

- In the Workday Absence app, under Request, click **Request Absence**
- View balance as of today or click the calendar icon to choose a date in the future, to see how your balances will accumulate
- Select time to take off, future or past, by clicking a day or days, or use **Select Date Range**
- Click the **# Days – Request Absence** button in the lower left
- Choose the *Type* of absence, click **Next**.
- Click **Edit Quantity per Day**.
- In Update All Quantities, enter the **number of hours**. You can change the number of hours per day in the individual Quantity per Day field. Click **Done**.
- Use (+) button to add additional requests, or if you are done, click **Submit**.
Optionally you can add a Comment or upload a file in Attachments or **Cancel** the request.

How do I Check a Pending Absence Request?

- In the Workday **Manage Absence** app, click the grayed-out **Request Absence**.
- Select **Process** and scroll right to see the request status and person's name responsible for approving the request. Approval will also appear in *Notifications* (bell icon) in the upper right of Workday.




How do I cancel an Absence Request?

- Before your manager approves a request, you can cancel it and it will disappear from your manager's Workday Inbox.
- Find the request in the **absence calendar**. If it is gray, it is not yet approved. Click it open.
- Click **Cancel this Request**. You can also click **Close** to close the window without taking any further action.
- Scroll down and enter your **Comment** (*required*). Click Submit.

Absence Entries

Request Amount 7.5 Hours

Request History [Absence Request:](#) 


In Progress

Status [Submitted](#)

Request Dates Tue, May 26, 2026


Type of Absence [Vacation Exempt](#)

Duration per Day 7.5 Hours

Awaiting Action By 

Comment Vacation Day

[Cancel Absence](#)

Cancel Absence 

This action cancels the entire absence request.

Request Dates Tue, May 26

Comment *

[OK](#) [Cancel](#)

How do I Change an Approved Absence Request?

After your manager approves an absence request, you can still change it.

- In the **Manage Absence app**, click the absences in highlighted in **green**.
- Find the request you would like to change in the absence calendar. *An approved request has a green checkmark.* Click to open it.
- You can change the *Type* and/or the *Quantity per Day*. To choose a different day, remove the entire entry by clicking the (-) button. You can also add a *Comment* and/or drop a file in *Attachments*, if needed.
- Click **Submit**.

How do I view my Absence Balance?

1. Log into Workday and Click Menu

The screenshot displays the Workday user interface. At the top left, there is a green 'MENU' button and the 'WPI' logo. The top right corner features notification icons for messages, a bell with a '67' badge, an envelope with a '2' badge, and a user profile picture. Below the navigation bar is a banner image of a campus scene. The main content area is titled 'Here's What's Happening' and includes a search bar. A horizontal menu contains buttons for 'My Payslips', 'My Org Chart', 'Manage Absence', 'Create Expense Report', and 'Find Jobs'. The 'Awaiting Your Action' section is currently empty. The 'Timely Suggestions' section contains a card titled 'You have Upcoming Absences' with a calendar icon, stating 'You have upcoming absences on Friday, May 22, 2026' and a 'Review Your Calendar' link. The 'Announcements' section shows a single announcement titled 'Questions? Workday Support by Functional Area' with a photo of purple flowers. The 'Your Top Apps' section lists 'Favorites', 'Benefits and Pay', and 'Request Absence' with corresponding icons.

How do I view my Absence Balance?

2. Once you have clicked **Menu** shown in the previous slide. Click **Manage Absence**

The screenshot displays a user interface with a left-hand 'Menu' sidebar and a main content area. The 'Menu' sidebar is titled 'Menu' and has a close button (X). It contains two tabs: 'Apps' (selected) and 'Shortcuts'. Under 'Your Saved Order', there is a list of application categories: Favorites, Benefits and Pay, Request Absence, Talent & Inclusion Custom Reports, HR Partner Hub, **Manage Absence** (highlighted in green), Jobs Hub, Custom Reports, Grants Management, My Team, My Onboarding, Personal Information, Purchases, Payroll Accounting, and My Requisitions. At the bottom of the menu are 'Add Apps' and 'Edit' buttons. The main content area has a header with a search bar and navigation buttons: 'My Payslips', 'My Org Chart', 'Manage Absence', 'Create Expense Report', and 'Find Jobs'. Below the navigation is a section titled 'Awaiting Your Action'. Underneath, there is a 'Timely Suggestions' section with a notification: 'You have Upcoming Absences' with a sub-message 'You have upcoming absences on Friday, May 22, 2026' and a 'Review Your Calendar' link. To the right is an 'Announcements' section with a 'Questions? Workday Support by Functional Area' link. At the bottom right is a 'Your Top Apps' section listing Favorites, Benefits and Pay, Request Absence, and Talent & Inclusion Custom Reports.

How do I view my Absence Balance?

← Manage Absence

Instructional Information

Employees should take note of WPI paid holidays when entering vacation, sick or personal time off. If you enter PTO on a paid holiday, the hours will be deducted from your PTO bank.

View the WPI Holiday Calendar [here](#).

Today Next June 2026 Switch Worker Actions

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	Jun 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Vacation Exempt	16	17	18	19 Juneteenth Holiday	20
21	22 Vacation Exempt	23	24	25	26	27
28	29	30	Jul 1	2	3 Independence Day (Observed)	4

View Your Requests and Balances per Plan as of date

Balances Requests

Balances as of 06 / 22 / 2026

Personal

15 Hours

Sick

733 Hours

Vacation

180.025 Hours

37.5 Hours

Total of All Plans

965.525 Hours

Request Absence





QUESTIONS ???