

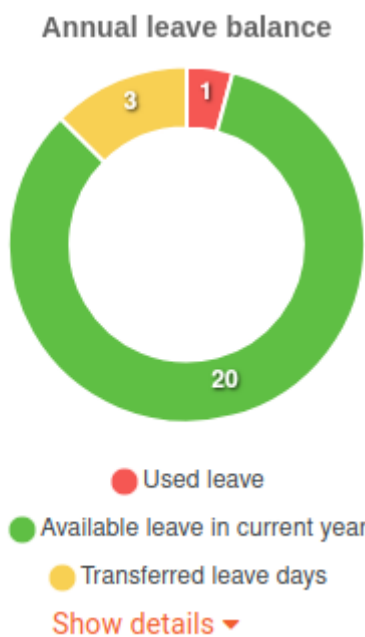
Employee Vacations

For those who join during the year and have fixed-term employment, the system calculates a proportional share of vacation leave for use.

If full-time employment does not begin on the 1st of the month, the proportional share is not taken into account for that month (only full months are always considered for the calculation of the proportional share).

To generate leave (vacation contracts), it is necessary to run the scheduled job **HR Generate Vacation Contracts**.

Vacation - Usage



Vacation leave is divided into 3 statuses:

- **Used leave** (red)
- **Carried-over leave** (yellow - unused leave from the previous year)
- **Current year's leave** (green - leave for the current year)

Every employee can (in principle) use as much leave as they have available.

The number of leave days available for use is the sum of employee's current year vacation days, transferred vacation day, bonus vacation days and additional vacation, days, linked to

their work position.

Unused current leave is transferred into the next year as transferred leave for the following year. Transferred leave is used up first, but must be used in the first half of the year, otherwise it expires.

If you submit a leave request for the second half of the year during the first half of the year (while unused carried-over leave is still available), the "**current year's**" leave will be used for that request.

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Every employee can (in principle) use as much leave as they have available. The number of leave days available for use is the sum of the current year's and the carried-over leave. Unused current leave is transferred to the next year as carried-over leave for the following year. Carried-over leave is used first, but must be used in the first half of the year, otherwise it expires.

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