

# TIPS FOR PLANNING YOUR VACATION

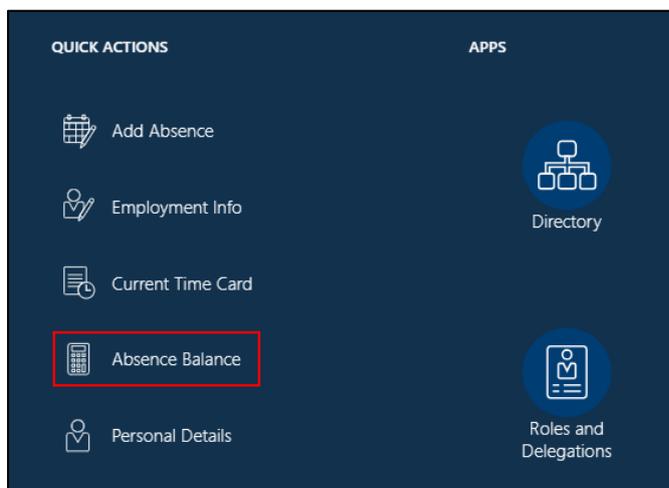
GUIDE FOR EMPLOYEES

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## FIND YOUR HOLIDAY BALANCE IN MITHR

You can find your holiday balance by selecting the action “Absence Balance”:



Under the action “Absence Balance”, you will find the absence plans where you have a balance of days to take off.

**The balance shown next to the plan indicates how many days you have as of today.**  
It does not take into account future planned vacation days.

Plan Balances		<a href="#">Guide Me</a> ▾
Holidays	12,64 Days	
Special holidays	5 Days	

You need to click on a plan to access more information about your balance for vacation planning purposes.

**Note:** *Holidays must be used by December 31, and Special holidays must be used by April 30.*

Inside the plan, you can set the date to see what your balance are as of the specified date.

Plan	Holidays
*Balance As-of Date	<input type="text" value="30-08-2024"/>
Plan Balance <b>8,88 Days</b>	

## POINTS TO CONSIDER

When planning your vacation, it is important to consider the following:

- Ensure that you have accrued the vacation days you wish to take in the given month.
- Account for registered vacation, including future registrations.
- Ensure that you have enough holidays for your summer and Christmas vacation.

## PLAN YOUR HOLIDAYS

You accrue Holidays continuously each month from September 1 (up to 25 days/year).

They must be used continuously with accrual by December 31 of the following year.

Holidays can only be taken as whole days.

### EXAMPLE: HOW MANY VACATION DAYS DO I HAVE LEFT?

1. Access the “Holidays” plan.
2. Set the date to January 1, 2025.
3. Open “Details”.
4. Read the line as of January 1, 2025. The line shows how many days you need to plan between September 1, 2023, and December 31, 2024.

The screenshot shows the 'Holidays' plan interface. At the top, the 'Plan' is 'Holidays' and the 'Balance As-of Date' is set to '01-01-2025'. The 'Plan Balance' is 8,32 Days. Below this is a 'Details' section with a dropdown menu set to 'All'. A table of details is shown with the following rows:

Date	Description	Amount	Status
01-01-2025	Carryover expiration Plan period end date 31-08-2024	-11	Projected
31-12-2024	Periodic accrual	2.08	Projected
30-11-2024	Periodic accrual	2.08	Projected
31-10-2024	Periodic accrual	2.08	Projected
30-09-2024	Periodic accrual	2.08	Projected

At the bottom of the table, there is a link 'Load More Items' and a note '1-5 of 6 items'.

#### **Conclusion:**

**If the line shows -11, it means you need to plan 11 more vacation days before December 31, 2024.**

**Note:** If the line shows 0, you do **not** need to plan any more vacation days by December 31, 2024.

Planning vacation days in this case will use the newly accrued Holidays and then you might not have to your vacation next year.

### EXAMPLE: CAN I TAKE 4 VACATION DAYS FROM MAY 30 TO JUNE 4, 2024?

#### **Step 1:**

You need to check if you have enough balance to take 4 vacation days in May.

1. Access the “Holidays” plan.
2. Set the start date of the vacation – i.e., May 30, 2024.

- You have accrued enough to take 4 vacation days on the specified date.

Plan: Holidays

\*Balance As-of Date: 30-05-2024

Plan Balance: 10,64 Days

**Step 2:**

Check if there are planned vacation after May 30, 2024. In case there are planned vacation in the future, you need to be aware of how many days you wish to take for your summer vacation as this might impact whether you can hold the 4 days in May and June. The typical number of days for summer vacation are 15.

- Change the date to the expected end date of your summer vacation.

Plan: Holidays

\*Balance As-of Date: 30-08-2024

Plan Balance: 16,88 Days

- In this case, you have 16.88 days to cover your summer vacation. You need 15 Holidays for the summer vacation, leaving you a balance of 1.88 Holidays.

**Conclusion:**

**Holidays can only be taken in whole days, leaving you with 1 day available before your summer vacation.**

**Therefore, you cannot take 4 days in May if you want to have enough days for a 15-day summer vacation.**

**Check if you have Special holidays that can be used instead.**

**EXAMPLE: DO I HAVE ENOUGH HOLIDAYS TO TAKE A VACATION IN THE FALL?**

- Access the “Holidays” plan.
- Set the date to the end date of the vacation in the fall (e.g., October 18, 2024).
- Open “Details”.
- Read the line as of September 1, 2024. This line shows how many days you have available to take before December 31, 2024.

Plan: Holidays

Business Title: [Redacted]

\*Balance As-of Date: 18-10-2024

Plan Balance: 10,08 Days

**Details**

Amounts in Days: All

30-09-2024	Periodic accrual	2,08	Projected
01-09-2024	Carryover	8	Projected
Plan period end date 31-08-2024		Remaining balance 8 Days	Expires on 01-01-2025

**Conclusion:**

**You have 8 Holidays available for your vacation in the fall.**

**Therefore, you can take 5 days of vacation in the fall.**

**Note: The 8 days must also cover your Christmas vacation.**

## PLAN YOUR SPECIAL HOLIDAYS

Special holidays are accrued over a year and released in the following year (up to 5 days per year).

The days are released on May 1 and must be used by April 30 the following year.

Special holidays can be taken as whole or partial days (i.e., partial days as hours of the day).

### EXAMPLE: HOW MANY SPECIAL HOLIDAYS DO I HAVE LEFT?

1. Access the “Special Holidays” plan.
2. Change the date to April 30, 2025.
3. Read the balance.



The screenshot shows a web interface for a "Special holidays" plan. At the top, it says "Plan Special holidays". Below that, there is a label "\*Balance As-of Date" followed by a date input field containing "30-04-2025". The date field is highlighted with a red rectangle. To the right of the date field is a calendar icon. At the bottom right of the interface, it displays "Plan Balance 5 Days".

**Conclusion:**

**You have 5 special holidays that must be used by April 30, 2025.**