

Vacation Information

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The table below provides vacation benefit and accrual rate information for regular, full-time employees.

Years of Accumulated Service	Monthly Vacation Benefit / Accrual Rate ¹ <small>(Awarded on the first of every month)</small>	Annual Vacation Benefit	Maximum Carryover (Ceiling)
Less than 9 Years	10.00 hours	120 hours	296 hours
9 Year but less than 19 Years	13.34 hours	160 hours	296 hours
19 years but less than 29 years	16.67 hours	200 hours	296 hours
29 years or more	20.00 hours	240 hours	296 hours

¹ Accrual is prorated for the first year and starts the first day of the month after the month of hire. Higher accrual rates start the first day of the month following completion of the 9th, 19th, or 29th service anniversaries.

NOTE: Vacation accrual is granted at the beginning of each month. Before the monthly leave accrual is processed, the system will check the vacation balance from the end of the prior month and subtract any vacation hours you entered into the system since the prior month's accrual. Once your vacation balance reaches 296 hours (the maximum vacation accrual or "ceiling"), no further vacation hours will be earned or accrued until one or more vacation hours are entered into the system to reduce your vacation account balance below the ceiling. There will be no retroactive vacation adjustments for vacation hours which do not accrue because the ceiling is applied.

Who to Contact for Help

Vacation time input issues or errors – contact your Time Administrator. If you do not have a Time Administrator, please send an email to Payroll_Input@oxy.com

Vacation policy questions – contact your HR Representative.
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