

Accrual Gaps and Opening a Time-Off Bank Account with an Initial Deposit:

Time-Off policies are often not always precise. You may understand yours but Gradience Attendance takes it literally.

Example Vacation Policy Description:

- From 1 to 5 years employees earn 1 vacation days per month.
- From 6 to 10 years, employees earn 1.5 vacation days per month.
- From 11 years and up, employees earn 2 vacation days per month.

This policy ignores certain time periods. When illustrated literally, you see the missing time periods in red below.

There is no indication of what is earned on the 6th or 7th months of service because it [starts] at 1 year of employment. There are actually 3 gaps in this policy.

- There is a gap between zero and 1 year
- There is a gap between 5 and 6 years
- There is a gap between 10 and 11 years.

Since we have no information about these time periods, we must conclude that employees earn nothing during these periods.

Example Vacation Policy with Missing Time Frames Added

Years	Months	Vacation Earned
0 - 1	From Month 0, Up to Month 12	zero days per month
1 - 5	From Month 12, Up to Month 60	1 day per month
5 - 6	From Month 60, Up to Month 72	zero days per month
6 - 10	From Month 72, Up to Month 120	1.5 days per month
10 - 11	From Month 120, Up to Month 132	zero days per month
11 and beyond	From Month 132, Up to Month 9999	2 days per month

Let's assume the policy [meant] to say...

- From 0 to 5 years employees earn 1 vacation day per month.
- From 5 to 10 years, employees earn 1.5 vacation days per month.
- From 10 years and up, employees earn 2 vacation days per month.

This policy has no gaps. When it is set up in Gradience literally, it makes sense. See below.

Time-Off plans sometimes have multiple levels. Anytime you have multiple levels, you'll see that where one level ends, the next level begins.

On the **Plan Setup** screen, you establish what happens on some [regular] basis. You are telling the program the amount of Time-Off that accrues **Daily, Weekly, Monthly, Yearly**, or on certain **Custom Dates**.

Level	From Month	Up To but not including month
1	0	60
2	60	120
3	120	9999

Initial Deposit:

The Time-Off plans dictate what will happen automatically with some prescribed regularity. If someone should be awarded a certain amount of Time-Off prior to that first automatic accrual, you will have to manually enter an **Initial Deposit**.

Manually Entering an Initial Deposit:

Note: The Detail screen is not the place where you grant Time-Off [outside] of this regularly occurring interval such as...

- An amount given 90 days after the date of hire or
- An amount given six months after the date of hire or
- An amount given on the hire date that will carry him/her through until the next automatic accrual date.

If you need to do anything similar to what is described above, you would have to enter the initial amount of Time-Off under the heading **Initial Deposit** on the **Time-Off Assignments** screen.

This is the starting balance prior to the first automatic accrual.

Time-Off Assignments

Time-Off Bank	Assigned Time-Off Plan	Initial Deposit	Time Used since Initial Deposit	Date of Initial Deposit
Vacation	Vacation Plan	40.00		04/01/2015
Sick	Sick Plan			
Personal	Personal Time Plan			