Workday Vacation Balance

<table>
<thead>
<tr>
<th>Absence Plan</th>
<th>Unit of Time</th>
<th>Beginning Year Balance</th>
<th>Carryover Balance</th>
<th>Accrued Year To Date</th>
<th>Absence Paid Year To Date</th>
<th>Beginning Period Balance</th>
<th>Accrued in Period</th>
<th>Absence Paid in Period</th>
<th>Carryover Forfeited in Period</th>
<th>Ending Period Balance</th>
<th>Ending Period Balance Including Pending Events</th>
<th>As of Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>Hours</td>
<td>70</td>
<td>70</td>
<td>140</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>210</td>
<td>210 (Monthly)</td>
<td>210</td>
</tr>
</tbody>
</table>

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year To Date values.

- **Balance As Of Date**: 09/07/2018
- **Beginning balance for the vacation year 2018-2019. Same as carryover**
- **Carryover is configured as a maximum of 2 weeks of unused vacation from previous year**
- **Vacation requested**
- **Earned throughout previous year, available for this year**
- **Beginning balance for the month of September 2018**
- **Vacation is tracked in hours in Workday. So 1 day of vacation equals to 7 hours, for an employee working the standard 35-hour work-week.**
- **Any vacation taken during the period of 1-30 Sept, 2018**
- **Carryover lost (if any) in the said period**
- **Balance as of 30 Sept, 2018**
- **Balance as of 30 Sept, 2018, including any vacation not yet approved in WD**
- **Beginning to end of a month**
- **Earned throughout the period 1-31 August, 2018. This will be 0 for every other month except July**