Tips for Managing Your Time Off

1. Consider how much time you accrue each month when planning time off.
   • Make sure you have enough time built up and keep time for holidays in mind.
   • See the accrual rate chart on the flexPTO website.

2. Check your balance each month.
   • You can see your time balance at your desktop computer or the time clock where you record your time. You can also check your balance on C2HR.

3. If you are near or above the flexPTO bank limit, check with your manager about scheduling time off.
   • See the bank limit schedule on the flexPTO website.
   • Once you reach your bank limit, you will not accrue any additional time in your flexPTO bank. You will not lose any time you have already earned - you just won’t accrue additional time. Once you get below your current limit, you will start accruing time again.

4. As a general rule of thumb, consider keeping around 10 days in your flexPTO bank.
   • To cover the waiting period in case you need short-term disability benefits.
   • To plan for upcoming Vanderbilt holidays.
   • To ensure you have time in case the unexpected happens.

hr.vanderbilt.edu/secure/flex-pto