Chapter 5-05

VACATION ACCRUAL OVERRIDE

Use this procedure to modify the accrual rate of an exempt employee with prior relevant job experience. The modification to the accrual rate could occur at the time of hire or any time prior to the employee's fifth anniversary with the company when the employee achieves five years of related experience. Refer to Hexcel Human Resources Policy 5.02 for specific eligibility criteria.

3, 4, 5, and 6 Week Vacation Accrual Override

Unless specifically approved by the Vice President of Human Resources and the Hiring Manager, all modifications to the accrual rate should be at the three (3) week level. Only Human Resources is authorized to change vacation accrual rates under this procedure. Here are the steps which must be followed:

 In the search field enter the name of the employee who should receive an adjusted accrual rate. Select the Employee by clicking on the name.



2. Click the Related Actions icon. Then hover over the **Organization** actions.

Hexcel's Workday User Manual

Chapter 5-05

File Edit Vie Sile Edit Vie Englementation Pre	ttps://wd5-impl.workday.com/hexcel w Favorites Tools Help t (3) 🚷 Google view - hexcel2	2/d/ 🎾 🗕 🖒 🗙 🕠 😡	Current Job for Employ	yme X		ì ▼ 🗟 ▼ 🗆 é	👼 🔻 Page 🕶 Safety 🕶	- ₽ × 0 ↑ ☆ 0 Tools • @ •
				workday.			Hufnagl, Denise (5577)	🙆 🔤
Smith, E Lab Technic	David (54858) 🚥	Available Actions	Worker Smit	h, David (54858) 🛛 🕫 🕼 🖶				ø 🖶
Lab Technician		Compensation Job Change Organization	Contact View Team Email Mexcel@hexcel.com Chance Organization Assignments		Manager Garcia, Edward (5500)			
Job Job Details	Compensation Ber Organizations Manage	Payroll Payroll Interface Personal Data		1913 N King ST Seguin, TX 78155 United States of America	Career tional Data	Overview Timeline		
Job Details Employee ID Organization	54858 Hexcel (Stanage, Nick (8845)	Talent Time and Leave Worker History	Job Organization S Business Title La	Sgn Qa Lab (Garcia, Edward (5500)) Lab Technician	lic			
Position Business Title	Lab Technician Lab Technician	Favorite Security Profile	Manager G Location S	arcia, Edward (5500) leguin				
Job Profile Employee Type Time Type	1473 - Lab Technician Regular Full time	Additional Data	Time in Position 3.	5				

3. Select Change Organization Assignments

Change Organization Assignments		
Effective Date * 07/10/2014		
Worker * Smith, David (54858)		
OK Cancel		

- 4. Select the **Effective Date**. The default is the current (today's) date. Be sure and change the date, if applicable, that the employee's accrual rate should change. This may be coincident with the hire date or the date the Employee achieves five years related job experience.
- 5. Once populated, click the **OK** button.

Hexcel's Workday User Manual

Chapter 5-05

E Q david smith	workdoy.			
Change Organization Assignments				
Effective Date 06/23/2014				
Norker * Smith, David (54858)				
osition Lab Technician - Smith, David (54858)				
Supervisory Organization Sgn Qa Lab (Garcia, Edward (5500))				
Organization Assignments 5 items *Organization Type	Proposed Organization			
Company	search			
	X USA-3 Hexcel Reinforcements Corporation			
Cost Center	F03102 Testing			
Function	ISC			
Vacation Accrual Exception	US Vacation Override - 6 Weeks			
Time Tracker Type				
Additional Information				

6. The **Change Organization Assignments** screen will appear. Click on the **Vacation Accrual Exception** field and select the appropriate accrual rate for the Employee.



Note: Remember any selection greater than three weeks needs the Hiring Manager and Vice President of Human Resources approval. An offer letter with the appropriate signatures will substitute for additional approvals.

onange organization Assignments		
Effective Date	06/23/2014	
Worker	* Smith, David (54858)	
Position	Lab Technician - Smith, David (54858)	
Supervisory Organization	Sgn Qa Lab (Garcia, Edward (5500))	

Change Organization Assignments

Organiza	tion Assignments 5 items		
	*Organization Type	Proposed Organization	
	Company	USA-3 Hexcel Reinforcements Corporation	
	Cost Center	F03102 Testing	
	Function	ISC	
	Vacation Accrual Exception	search X US Vacation Override - 3 Weeks	
	Time Tracker Type		
) Addi	tional Information		
enter your comment Submit Save for Later Cancel			
7. Once you selected the appropriate accrual rate, click			

Hexcel's Workday User Manual

Chapter 5-05



8. A notification regarding the change in accrual rate will be sent to the Employee's Supervisor.

Actions (1)	Notifications (1)
Assign Organiz (54858)	ations: Smith, David
Lab Technician - Sr change made to his	nith, David (54858) has had a s or her Vacation Accrual
Exception. 2 minute(s) ago	

9. The process is complete and the Employee's accrual rate will automatically adjust on the effective date of the change.

Date	Chapter Modified		