

Vacation and Holidays - Hourly/Non-exempt Corporate Employees

Last Reviewed: Jul 17, 2023

Hourly/non-exempt Corporate employees are granted paid vacation to enjoy rest and recreation, and [volunteering during the work day](#). In addition to understanding the allowances and requirements for taking vacation, ensure that you comply with the requirements described in the [Attendance & Time Recording Policy](#).

Allowance

As a Microsoft regular hourly/non-exempt corporate employee working full time, your paid vacation time is based on years of service in accordance with the following schedule. If you are a Microsoft regular hourly/non-exempt corporate employee working part time, you will receive paid vacation time at a reduced rate in accordance with your reduced work schedule.

Vacation accrual schedule for full-time hourly/non-exempt Corporate employees			
Years of service	Vacation grant rate* (per pay period x 26)	Maximum annual vacation granted	Maximum carry over grant to next year (anything over the max is forfeited)*
0-6 years	4.62 hours	15 days (120 hours)	15 days (120 hours)
7-12 years	6.16 hours	20 days (160 hours)	20 days (160 hours)
13 or more years	7.7 hours	25 days (200 hours)	25 days (200 hours)
Part-time employees' vacation accrual rate and maximum annual vacation are pro-rated based on the percentage of full-time hours worked.			

*These same limits apply to salaried employees who have carryover from 2022 to 2023 prior to the shift to the new DTO policy.

Vacation Rate Increase Schedule

***Example 1:** An hourly/non-exempt corporate Microsoft employee completes their six-year anniversary and enters into their seventh year. The next calendar day after the six-year anniversary is completed, the Microsoft employee starts receiving vacation time at the 6.67 hours per-pay-period rate (because they are into the seventh year of employment).

***Example 2:** A part-time hourly/non-exempt corporate Microsoft employee completes their 12-year anniversary and enters into their 13th year. The next calendar day after the 12-year anniversary is completed, they accrue hours based on the % of employment. At 50% employment, the part-time hourly/non-exempt corporate employee with thirteen years would accrue 4.17 (8.34/2) hours per pay period and would have a maximum annual vacation granted of 100 hours.

For information about how employees based in California are granted time away from work, see:

- [Vacation and Holidays for California Employees](#)
- [Time Away from Work FAQ](#)

For information about vacation accrual for other work scenarios, see:

- [Vacation Accrual for Part-Time Work Schedule FAQ](#)
- [Irregular Work Schedule](#)
- [Service Credit for Employment Prior to Rehire](#)

Eligibility

Full and Part-Time hourly/non-exempt corporate employees

Calendar

January 1 - December 31

Requirements

- **Leaves of absence:** No vacation is granted during periods of paid or unpaid leave of absence, except for periods when granted vacation leave is being used during any portion of unpaid leave or substituted in lieu of leave pay.
- **Carrying forward unused vacation:**

- You may carry forward unused vacation time from one calendar year to the next, not to exceed the maximum annual vacation amount in effect for you on December 31 of the year from which you are carrying over.
- **For example**, a full-time hourly/non-exempt corporate employee who, as of December 31, is granted vacation at the rate of 120 hours per year would be able to carry over into the next calendar year up to, but no more than, 120 hours of unused vacation time.
- **For example**, a part-time hourly/non-exempt corporate employee, who as of December 31, is granted vacation at a rate of 60 hours per year would be able to carry over into next calendar year up to, but no more than, 60 hours of unused vacation time.
- Note** During the year of the full-time to part-time status change only, a portion of the vacation forfeiture may be paid out due to the reduction in carryover maximums if the minimum amount of vacation is used during the year.
- **Notifying your manager:** In general, your vacation time is granted subject to your manager's approval and in accordance with the business needs of your department. In some situations, prior approval may not be required if you will be using vacation time because of the following:
 - Any reason described in [Holistic Health Time Off](#) (HHTO).
 - To find or enroll a child in school or with a licensed care provider.
 - To participate in activities of the school or licensed childcare facility of the employee's child.
 - To pick up and/or care for a child who cannot be in school or childcare due to a school or childcare policy, behavioral or discipline problems, unscheduled facility closure (excluding planned holidays), or natural disaster.
- **Time reporting:** Hourly/non-exempt corporate employees must report their vacation time by using the [Microsoft MyHub App](#) or the [Time & Absence Reporting Tool](#). For more information about how to report your time away from work, see [Attendance & Time Recording Policy](#) and [Time Away from Work FAQ](#).
- **Holistic Health Time Off:** Hourly/non-exempt employees may use vacation for any reason described in [HHTO](#). For more information about notifying your manager and recording your time, see [Attendance & Time Recording Policy](#).
- **Additional vacation time:** In exceptional circumstances, Microsoft hourly/non-exempt corporate employees may be allowed to submit more vacation time than they have been granted up to a maximum of 80 hours per calendar year. Requests are subject to manager and HR Manager approval. In approved situations, the deficit vacation time will be recouped on a per-pay-period basis as an employee is granted new vacation time until all deficit hours have been "repaid."
- **Leaving Microsoft:** Unused vacation time for hourly/non-exempt corporate will be cashed out only in the following situations:
 - When your employment with Microsoft terminates

- If you transfer from an hourly/non-exempt to a salaried/exempt employee, or you transfer internationally from one Microsoft subsidiary to another Microsoft subsidiary
- Based on applicable state law upon transfer

Floating Holidays

In addition to company holidays, every corporate hourly/non-exempt employee also receives two floating holidays annually, for the purpose of participating, celebrating, or commemorating on a day that is special to the employee. Examples include religious observance, state or international country holidays, an annual family reunion, voting on Election Day, etc.

Floating holidays will be cashed out upon termination or upon transfer to a corporate salaried/exempt position.

Eligibility

Full and Part-Time hourly/non-exempt corporate employees

Allowance

Two days (one day equals eight hours).

Part-time hourly/non-exempt employees will receive the equivalent of two floating holidays per calendar year, relative to their reduced schedule. For example, if you work 50% of full-time during a calendar year, you will receive 8 hours of floating holiday time that year ($16 \times .50 = 8$).

Calendar

January 1 - December 31

In general, if you were hired on or after October 16, you will not receive floating holidays for that calendar year. You will receive two floating holidays in January of the following calendar year. Floating holidays may be visible in the second pay period after year-end processing.

Requirements

- **Carry-over eligibility:** Floating holidays are not carried over.

- **Notifying your manager:** In general, your floating holiday time is granted subject to your manager's approval and in accordance with the business needs of your department. In some situations, prior approval may not be required if you will be using vacation time because of the following:
 - Any reason described in [Holistic Health Time Off](#).
 - To find or enroll a child in school or with a licensed care provider.
 - To participate in activities of the school or licensed childcare facility of the employee's child.
 - To pick up and/or care for a child who cannot be in school or childcare due to a school or childcare policy, behavioral or discipline problems, unscheduled facility closure (excluding planned holidays), or natural disaster.
- **Time reporting:**
 - Floating holidays may be recorded in no less than .25 increments.
 - You must report your floating holiday time by using the [Time & Absence reporting Tool](#) (you can also use your mobile device to report time away with the [Microsoft MyHub app](#)).
 - For more information about how to report your time away from work, check [Attendance & Time Recording Policy](#) and [Time Away from Work FAQ](#).
- **Leaving Microsoft:** When you terminate from Microsoft, floating holiday hours will be cashed out.
- **For information about holiday accrual for other work scenarios, check:**
 - [Vacation Accrual for Part-Time Work Schedule FAQ](#)
 - [Vacation and Holidays for California Employees](#)
 - [Irregular Work Schedule](#)
- **Transfers:** If you transfer to a salaried/exempt position, your floating holidays will be cashed out.

Additional resources

- [Vacation](#)
- [Time Away from Work FAQ](#)

Company Holidays

Eligibility

Employees, Interns, Visiting Researchers, Visiting Artists, and Post-Docs are granted paid time off to observe holidays.

Retail Store employees (including Direct Sales and Success (DSS), Microsoft Experience Centers (MEC), Employee Company Stores (ECS) and Windows Store Evangelist Team

(WSET)), please see the [Vacation and Holidays Policy](#) for Retail Store employees.

Allowance

Paid holidays (one holiday equals eight hours):

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Fourth of July Holiday
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

For the dates on which these holidays fall, see [Global Country Holidays](#). The total number of holidays, e.g., 9, 10, 11, etc. may vary annually depending on when a holiday falls in the year.



Did this content help you answer your question?