



Time Off Request & Recording Process

All Acorio employees are required to both request time off and record time off in Projector.

Time off includes:

- Unlimited Vacation
- Earned Sick Leave
- Jury duty Leave
- Bereavement Leave
- Parental Leave

IMPORTANT-Vacation Requests for Delivery

As a Consultant, you are expected to be responsible for planning your time off well in advance (**30 days prior at a minimum**-see below) and making arrangements to have your project work covered.

Prior to submitting a time off request to your manager, you are required to check with the EM of each of your projects to ensure coverage of your work. Acorio will do it's best to accommodate your request, however the company reserves the right to decline a request if no coverage can be found (see our Unlimited Vacation policy).

Timing of Requests

Employees should submit requests for time off as soon as possible, but **no later than 30 days prior to taking time**. Please review each relevant policy for details. Use below as a guide:

- Vacation requests must be submitted and approved 30 days prior to taking any vacation time. Vacation requests made with less notice have an increased chance of being declined.
- Jury Duty requests should be submitted as soon as you receive the jury duty notice
- Sick Leave requests should be submitted 7 days in advance, unless the employee learns of the need to use earned sick time within a shorter period of time. If the absence is not foreseeable, the employee must provide notice to his or her manager as soon as practicable.

STEP ONE: Request Process in Projector

Note: delivery team members- you must have notified your EMs and gotten coverage for your work before this step.

Submit your request via Projector:

1. In Projector, click on "Topics" (top left hand corner)

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2. Select "Time Off" from the "Deliver" Menu
3. Enter desired dates in the "From" and "To" section
4. Choose the type of time off you are requesting from the choices in the "for" box
5. Click on "Add" (note no reason or explanation is needed in the "comments" box).
6. Select your manager from the dialog box that appears (THIS IS CRITICAL! If you do not select your manager the request will go into the twilight zone).
7. Click "Submit"

Your manager will receive an email from Projector asking them to approve or decline the request.

NOTE: *Managers check your junk or clutter folder if you do not receive an employee's request from Projector.*

Approvals

You will receive an email from Projector notifying you of approval/non-approval to take the requested time off (check junk/clutter folder if you do not receive)

You may also check the Time Off dashboard in Projector to see if your time was approved:

NOTE: *The dashboard in Projector will read one check mark once you submit the request (✓), two check marks once the request has been approved (✓✓) or a red dot if your request was declined.*

Communication to the People You Work With

- Communicate to customers and business partners inside and outside of the company that you will be off
- Add "Availability Alert" update to your Outlook email signature several weeks prior to your time off.
 - Example: Upcoming Availability Alert - Out of office on Vacation July 24-July 26
- If you are currently working on a project, communicate the planned time off with the appropriate Engagement Managers, and help identify coverage/backup as needed.

Communicate it on Outlook

- Calendar: Make sure that time is blocked off on your calendar so that people do not schedule for things during that time! Ensure the time is blocked as busy (note if you put it in the banner on the calendar it often defaults to 'not busy').
- OOO: Add the Out of Office alert on Outlook before you go on PTO. Make it clear where people should go (clients, partners, Acorions) to get help in your absence.

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STEP TWO: Record Time Taken in Projector:

Record your time off in Projector immediately after taking it. You can also submit your time card in advance of taking the leave if you'd prefer, however you must be positive you will be taking the time you are pre-recording.

Make sure you select the correct type of time off. Your Manager will check to ensure you recorded the time you took in the correct "bucket".

Please contact your manager with any Projector questions.

NOTE: Time off balances for Earned Sick, Jury and Bereavement leave are not kept in Projector. Please see HR for balances.