



Vacation

Entergy system policy
Rev. 17.2 | 2/3/2025

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Our values

- safety
- teamwork
- always learning
- integrity
- respect

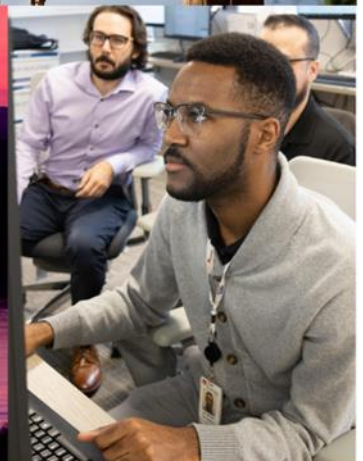


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Why do we need this policy?

1.1 What is the purpose of the Vacation policy?

- The purpose of this Policy is to define employee eligibility and determine vacation allowance.
- **If you have questions related to this Policy, please contact the [Self-Service Portal](#) or 844-ETR-Work.**

1.2 What are our responsibilities?

- **1.2.1 The Director, Leave & Other** is responsible for interpreting, administering, and maintaining this Policy, and should coordinate with applicable Business Unit practices and collective bargaining unit agreements.
- **1.2.2 The Company Officer (officer code 1-4) within an employee's functional Business Unit** is responsible for approving actions described in or compliance with [Sections 2.1.2, 2.8](#) (with the exception of approving vacation carryover in excess of 80 hours) and [2.11](#).
- **1.2.3 The Office of Chief Executive (OCE) member of employee's functional Business Unit** is responsible for approving vacation carryovers in excess of 80 hours as described in [Section 2.8](#).
- **1.2.4 The senior-most System Officer with responsibility for Human Resources** or his or her delegate has the ultimate authority and discretion to determine eligibility and to otherwise interpret all terms of this Policy.
- **1.2.5 The Employee Support Center** is responsible for supporting the vacation eligibility and carryover processes that are required by this Policy.
- **1.2.6 All employees of Entergy** are responsible for:
 - Entering absences accurately on their timesheet or in the Company's time entry reporting system within the current pay period; and making necessary corrections within 60 days of absence event date.
 - Immediately reporting known, suspected, or potential violations of this Policy by following the procedures described in the Reporting Violations Policy.
- **1.2.7 Individual supervisors** are responsible for:
 - Monitoring the accuracy of time entries and, making any adjustments to timesheets needed for vacation time of their employees.
 - Approving entries in the Company's time entry reporting system.
 - Approving corrections that are timely entered by the employee.
- **1.2.8 The Payroll Department** is responsible for paying out any unused vacation at the change of employment status or at separation.



What do we need to know?

2.1 Vacation allowance

- **2.1.1** Only Full-Time, Regular employees are eligible for vacation. Subject to any exceptions pursuant to [Sections 2.10.2](#) or [2.11](#), the amount of vacation shall be based on the employee's length of service with the Company in accordance with the following schedule:

Years of Service	Length of Vacation
Less than 1	Up to 80 Hours*
1 through 2	80 Hours
3 through 9	120 Hours
10 through 14	144 Hours
15 through 23	160 Hours
24 or more	200 Hours

- * See section 2.1.4 below for the rules of, and eligibility for, vacation in the first calendar year of employment.
 - **80 hours** - provided on January 1 of the year in which the first and second year of service will be completed.
 - **120 hours** - provided on January 1 of the year in which the third year of service will be completed and on January 1 of each year thereafter through the ninth year.
 - **144 hours** - provided on January 1 of the year in which the tenth year of service will be completed and on January 1 of each year thereafter through the fourteenth year.
 - **160 hours** - provided on January 1 of the year in which the fifteenth year of service will be completed and on January 1 of each year thereafter through the twenty-third year.
 - **200 hours** - provided on January 1 of the year in which the twenty-fourth year of service will be completed and on January 1 of each year thereafter until active employment with the Company ceases.
- **2.1.2** After the first calendar year of employment and for each calendar year thereafter, employees must work at least one full scheduled workday in the new calendar year to be eligible to receive vacation benefits for that year.
 - **2.1.3** Employees who are discharged, laid off, or resign, cannot use vacation for their last day of employment.



- **2.1.4 Vacation in First Calendar Year of Employment** – In the first calendar year of employment, an employee may be eligible for up to 80 hours of vacation, depending on the employee’s month of hire and whether the employee remains actively employed throughout the calendar year, as set forth below and in the following chart.
 - If the employee begins work at any time from January through the end of May, the employee will be eligible for 40 hours of vacation. After completing six months of active service, the employee will become eligible for additional vacation as reflected in the chart below. With supervisor approval, and after all eligible vacation has been exhausted, the employee may borrow some or all of these additional vacation hours before the employee becomes eligible for them on the condition that the employee repay the Company, through deduction from final wages as permitted by law or otherwise, the value of the hours used if the employee leaves the Company (for whatever reason) before becoming eligible for the hours.
 - If the employee begins work at any time from June 1 through the end of October, the employee will be eligible for hours of vacation as reflected in the chart below. The employee will not be eligible for any additional hours of vacation in the first calendar year.
 - If the employee begins work in November or December, the employee will not be eligible for vacation until the following year.

Month of Hire	Initial Hours Allotted Upon Hire	Additional Hours Allotted after Six Months of Active Service	Total Possible Hours for Calendar Year
January	40 Hours	40 Hours (eligible in July)	80 Hours
February	40 Hours	32 Hours (eligible in August)	72 Hours
March	40 Hours	24 Hours (eligible in September)	64 Hours
April	40 Hours	16 Hours (eligible in October)	56 Hours
May	40 Hours	8 Hours (eligible in November)	48 Hours
June	40 Hours	0 Hours	40 Hours
July	32 Hours	0 Hours	32 Hours
August	24 Hours	0 Hours	24 Hours
September	16 Hours	0 Hours	16 Hours
October	8 Hours	0 Hours	8 Hours
November	0 Hours	0 Hours	0 Hours
December	0 Hours	0 Hours	0 Hours

2.2 Unused vacation pay

Upon discharge, resignation, layoff, retirement, death, or status change from Full-Time to Part-Time of an employee, the Company will pay for any unused vacation for which the employee is eligible under this Policy. An employee in the first calendar year of employment will be paid only for vacation hours for which the employee is currently eligible as shown in [Section 2.1.4](#);



the employee will be required to repay any borrowed hours for which the employee is not yet eligible. Notwithstanding the foregoing and to the extent permitted by law, the Company will offset any payment for unused vacation by any amounts owed to the Company by a terminating employee.

2.3 Pay in lieu of vacation

There will be no pay in lieu of vacation except as provided for in [Sections 2.2](#) and [2.10.1](#).

2.4 Breaks in service

Calculations for breaks in service are defined per the System Break in Service Policy. Employees returning to the Company as a Full-Time, Regular employee, including those with a break in service of less than 12 full months, will be considered a newly hired employee for purposes of this Policy. The initial year of vacation will follow the schedule in Section 2.1.4. If service is bridged, then the following year's vacation will be allotted by the schedule in Section 2.1.1.

2.5 Scheduling

- **2.5.1** It is recommended that early each year, managers and employees arrange for scheduled vacation periods for employees in order that the Company and the employee may make appropriate plans. While individual preferences will be met whenever possible, all schedules shall be made within the limits of continuous efficient operation of each department.
- **2.5.2** Managers have the responsibility of monitoring each employee's vacation. Employees are expected to take vacation as scheduled, except in special circumstances. If special circumstances exist, vacation may be rescheduled with the approval of management.

2.6 Rescheduling vacation because of work emergencies

- **2.6.1** In the event an employee is required by his/her supervisor to work during time scheduled for vacation, the schedule shall be changed and a later date arranged for the vacation.
- **2.6.2** If it is impossible for an employee to use all of his/her available vacation during a calendar year because of workload, the employee may be eligible to carry over unused vacation to the following year. Refer to [Section 2.8](#) for details.
- **2.6.3** In the event an employee is required by his/her supervisor to cancel a scheduled vacation resulting in out-of-pocket costs to the employee for non-refundable tickets, deposits, or other travel related expenses, the employee may be entitled to reimbursement for those expenses, subject to the following requirements:
 - Documentary evidence of the loss must be provided from a third-party source;



- An actual loss must be incurred that is not otherwise refundable from the third-party vendor;
- All costs must be directly related to the cancellation of the employee and his/her direct family. Costs associated with travel and vacation arrangements made independent of the employee (for example a trip by spouse or dependents that did not include the employee) may not be reimbursed;
- All reimbursements will be subject to approval by two levels of management to whom the employee reports directly; and
- No reimbursement will be made for implied savings such as lost discounts, frequent flyer opportunities, or other promotional events which may result in higher costs at a later date.

2.7 Holiday during vacation

If the Company observes a standard holiday during the time that an employee is on vacation, the employee is not required to record the holiday as vacation, but rather may record the time as a holiday.

2.8 Carry over of vacation

Unused vacation may be carried over at the end of each calendar year under the following circumstances:

- **2.8.1** Employees with vacation hours remaining on 12/31 of each calendar year will automatically carry over the first 40 hours to the following calendar year.
- **2.8.2** If an employee is on an approved STD Leave under the Leave of Absence - Short-Term Disability Policy at the end of the year and his or her STD Pay is less than 100% base pay (such as 65% base pay), then that employee may carry over unused vacation to the following calendar year (because the employee can supplement STD Pay with Vacation Pay up to 100% of his or her base pay). Employees shall use the [Vacation Override Form](#) and obtain approval thereon from a Company Officer (officer code1-4) within the employee's functional business unit.
- **2.8.3** Management Request for Business Support – With officer approval, employees who are eligible for at least 120 hours of vacation per calendar year may carry over additional hours of unused vacation to the following calendar year if the employee is unable to take vacation because of a management request for business support. To carry over any hours in excess of the 40 hours granted in [Section 2.8.1](#), the employee's supervisor must submit a [Vacation Override Form](#), and obtain approvals indicated below. Refer to [Section 2.12](#) for procedures.
 - Approval must be obtained from a Company Officer (officer code1-4) within the employee's functional business unit to carry over an additional 40 hours or less of unused vacation (where the total amount of carryover will not exceed 80 hours).



- Additional approval must be obtained from the OCE member within the employee's functional Business Unit to carry over more than 80 hours of unused vacation.
- **2.8.4** Any unused vacation that is not carried over under Sections 2.8.1, 2.8.2 or 2.8.3 shall be forfeited.

2.9 Employees returning from leave

Employees returning from a leave of absence will be allowed to schedule vacation in the year of return, whenever practical or legally required. Vacation time will be calculated based upon the employee's length of service. Leave time will be included as length of service in computing the amount of vacation time for which an employee is eligible during the calendar year of return. Any unused vacation that is not carried over from one calendar year to the next under the requirements of [Section 2.8](#) shall be forfeited.

2.10 Pre-existing commitments

- **2.10.1** All employees who were employed by NOPSI as of March 31, 1983, are eligible to be paid for unused vacation time and accrued vacation time upon retirement, resignation, or termination from the Company, or for the death of the employee.
- **2.10.2** Notwithstanding [Section 2.1.1](#), if an AP&L non-bargaining employee completed 26 or more years of service with AP&L on or before January 1, 1989, the employee is eligible for 240 vacation hours per year until his or her Entergy employment ends.
- **2.10.3** The provisions of this Section 2.10 will follow eligible employees from Company to Company when being transferred within the Entergy System.

2.11 New hire exception

With the approval of a Company Officer (officer code 1-4) within the employee's functional Business Unit, an employee may be provided a vacation allowance up to a maximum of 120 hours if the employee has over five years of comparable work experience. The employee will maintain that vacation allowance until the employee's years of service with Entergy aligns with the schedule as defined in [Section 2.1.1](#), at which point the employee will receive no more than the vacation allowance in [Section 2.1.1](#). The employee's vacation allowance during the first year of employment will be prorated, according to the following chart, and subject to the general rules contained in [Section 2.1.4](#).



Month of Hire	Initial Hours Allotted Upon Hire	Additional Hours Allotted after Six Months of Active Service	Total Possible Hours for Calendar Year
January	60 Hours	60 Hours (available in July)	120 Hours
February	60 Hours	48 Hours (available in August)	108 Hours
March	60 Hours	36 Hours (available in September)	96 Hours
April	60 Hours	24 Hours (available in October)	84 Hours
May	60 Hours	12 Hours (available in November)	72 Hours
June	60 Hours	0 Hours	60 Hours
July	48 Hours	0 Hours	48 Hours
August	36 Hours	0 Hours	36 Hours
September	24 Hours	0 Hours	24 Hours
October	12 Hours	0 Hours	12 Hours
November	0 Hours	0 Hours	0 Hours
December	0 Hours	0 Hours	0 Hours

2.12 Vacation carryover approval of more than 40 hours

The supervisor of the employee who is requesting to carry over more than 40 hours of unused vacation to the following year must complete the [Vacation Override Form](#) and obtain approval thereon from a Company Officer (officer code 1-4) within the employee’s functional Business Unit to carry over a maximum of 80 hours of unused vacation. For vacation requests greater than 80 hours of unused vacation, approval must be obtained from the OCE member of the employee’s functional Business Unit. The [Vacation Override Spreadsheet](#) may be used in conjunction with the [Vacation Override Form](#) when requesting carryover of vacation for a large group of employees; refer to the forms for further instructions. The approved form(s) must be submitted to the Employee Support Center prior to January 31st of the year to which the vacation hours are to be carried over.

2.13 Contact the Entergy Ethics Line

All Employees, agents and contractors of Entergy shall immediately report known, suspected, or potential violations of this policy by following the procedures described in the Reporting Violations Policy. That includes reporting the matter to the online Entergy Ethics Line or by calling **1-888-257-ETHIC (3844)**.



If you are unsure of whether to contact the Ethics Line, use the [Should I call the Ethics Line decision tool](#) to guide you in finding the best company resources to discuss and report issues.



Helpful information

Terms to know

- **Entergy, Entergy System Company, or Company** - Entergy Corporation and all of its subsidiaries and affiliates in which Entergy Corporation has a direct or indirect majority ownership interest.
- **Full-Time (Full-Time)** – as defined in the Employment Categories and Requirements Policy.
- **Part-Time (Part-Time)** – as defined in the Employment Categories and Requirements Policy.
- **Policy** - this Vacation Policy.
- **Regular (Regular)** – as defined in the Employment Categories and Requirements Policy.
- **STD Leave** – as defined in the Leave of Absence – Short-Term Disability Policy.
- **STD Pay** – as defined in the Leave of Absence – Short-Term Disability Policy.

Other useful documents

Entergy System Policies & Procedures

- [Attendance and Absenteeism](#)
- [Break in Service](#)
- [Employment and Benefits Management](#)
- [Employment Categories and Requirements](#)
- [Holidays](#)
- [Leave of Absence – Family and Medical Leave](#)
- [Leave of Absence – Military](#)
- [Leave of Absence – Paid Parental Leave](#)
- [Leave of Absence - Short-Term Disability](#)
- [Records Management and Retention](#)
- [Reporting Violations](#)
- [Time Entry and Pay](#)

Vacation Override Form – available on the [HR Portal - HR Forms](#) site – must be used when requesting carryover of vacation in excess of 40 hours.



[Vacation Override Spreadsheet](#) – available on the [HR Portal - HR Forms](#) site – may be used in conjunction with the Vacation Override Form (referenced above) when requesting carryover of vacation in excess of 40 hours for large groups of employees.

[Code of Entegrity](#)

Need more information?

If you have questions related to this Policy, please contact the [Self-Service Portal](#) or **844-ETR-Work**.

To see the revision details of prior versions of this Policy, view the [System Policy Revision Log](#). For prior versions of the Policy, contact the ethics and compliance department (ethics@entergy.com).

Approvals

Title: Vacation	Last Revision: 2/3/2025	Rev. 17.2
Subject Matter Expert: Teresa Gray	Responsible Officer: Kathryn Collins, Chief Human Resources Officer	Approved By: Kathryn Collins

This Policy applies to all full-time, regular Employees of any Entergy System Company, unless otherwise expressly excluded.

This Policy covers Employees who are represented by a union, except that any conflicting terms of employment in a collective bargaining agreement or other agreement reached with the union(s) shall control.

Also, at certain Entergy facilities that were acquired by purchase, agreements have been reached to maintain or establish temporary policies that will be applied to certain employees at the facility in lieu of this Policy.

Nothing contained in this Policy should be construed to suggest that employees of a particular subsidiary or affiliate of Entergy Corporation are also Employees of Entergy Corporation or any other affiliate or subsidiary of Entergy Corporation. Moreover, this Policy does not create any employment relationship between any person and any Entergy System Company, nor does this Policy confer any contractual right to any person to become or remain an Employee of any Entergy System Company.