

Description of the implementation method for the vacation leave management solution

Annex to Resolution No. 11 of October 26, 2016

“Closures of premises and management of vacation leave balances at Fondazione Bruno Kessler”

General description

The solution for the management of vacation leave balances identified through the Idea Management process provides that staff members should make an effort toward a personal target for vacation leave to be used each year. The personal target will be determined based on two rules:

- 1) The possibility of an eight-day maximum vacation leave balance yearly rollover and
- 2) A cut-down target for staff with rollover balances from previous years exceeding eight days. Such target is determined based on a public table. This table could be reviewed by the Human Resources Service based on the cut-down trend of the vacation leave balances.

The Human Resources Service will be engaged in monitoring the trend of both personal and overall vacation leave balances and in taking corrective action, by involving supervisors, when personal targets are not met.

The first corrective action will consist in the adoption of a “light” planning scheme. If compliance with the light plan fails, a “binding” planning scheme will be adopted. The “light” and “binding” plans are described below.

Regardless of the planning scheme adopted during the year, meeting the annual target will result in no plan being arranged for the following year.

Further information on the solution identified through the Idea Management process can be viewed at <https://drive.google.com/drive/folders/0B6ERKDffd3oKbGxpT3UtZmZSSmM>.

Monitoring

A daily updated report containing the necessary information is available to employees, Supervisors, and Human Resources. To view the report, please follow this link:

<https://my.fbk.eu/reporting/reporting/report/show/204>.

The monitoring by the Human Resources Department is carried out when the Light Plan is due to expire (see below).

Planning Scheme 1: *Light Plan*

Failure to meet the annual target may result in the adoption of a “light” plan for the employee.

This planning scheme is not intended to set the dates for using the outstanding vacation leave, but just the amount of days to be used in pre-arranged time frames. In practice, intermediate targets are set.

The time frames are as follows:

01/01 – 03/31

04/01 – 06/30

07/01 – 08/31

09/01 – 10/31

11/01 – 12/31

The dates, and the number of time frames may be changed by the Human Resources Service, based on scheduled festivities and on the trend of the overall vacation leave balances.

The employee will indicate his/her vacation leave dates distribution in the timeframes to meet his/her individual target. If necessary, changes can be proposed. Both initial preferences and any requested changes will be approved, or denied, by the immediate Supervisor and by the Human Resources Service.

If no plan has been approved within 15 working days after the enforcement of the "light" planning scheme, a plan will be created by the Human Resources Service.

Process:

- 1) A failed target is detected and the adoption of a "light" planning scheme is communicated.
- 2) The employee submits his/her "Light" Plan to the Human Resources Service and to his/her immediate Supervisor for approval.
 - a. If the plan is approved, it will be implemented and monitored by the end of each time frame.
 - b. If the plan is denied, the employee proposes a new plan for approval.
- 3) When no plan has been approved, once the 15 working day term has elapsed, the Human Resources Service, in agreement with the employee's immediate Supervisor, will develop and submit to the employee a plan to be adopted.
- 4) If the employee wishes to make changes to the plan, he/she will submit a request to his/her immediate Supervisor and to the Human Resources Service containing such changes.
 - a. If the Human Resources Service and the employee's immediate Supervisor grant their approval, the plan will be updated.
 - b. If the Human Resources Service and the employee's immediate Supervisor do not grant their approval, the plan will not be updated.

Failure to meet the intermediate targets could prompt for the employee the initiation of a Binding Planning Scheme (see below).

Planning Scheme 2: Binding Plan

Under the Binding Planning Scheme, the employee's vacation leave dates are set (binding vacation plan).

The binding vacation plan will be advanced by the employee and approved by his/her Supervisor within 15 working days from the planning scheme enforcement date.

By submitting the binding vacation plan, the employee formally commits to use the arranged vacation leave on the dates indicated in the plan.

If no plan has been defined or if it has been only partially defined by the fifteenth working day after the enforcement of the planning scheme, the Human Resources Service, in agreement with the employee's immediate supervisor will proceed to set the dates for the plan.

The employee may request changes to the approved plan. Such changes will be granted if the request is approved both by his/her immediate Supervisor and by the Human Resources Service.

NOTE: The Binding Planning Scheme does not provide for the possibility of cancelling planned vacation leave. It only provides for the possibility of exchanging vacation dates with other dates for the same year.

The Human Resources Service will provide a solution for the management and monitoring of the "light" and for the "binding" plans as of 01/01/2017.