



RESPOND. RESTORE. REPORT.



arcos[®]

Vacation Management

When you are planning for and responding to major events, having an accurate view of which employees are available is critical. **Arcos[®] Vacation Management** supplements ARCOS Callout and Scheduling Suite to provide managers with a complete view into vacation schedules, providing insight into staffing levels across your enterprise. With **Vacation Management**, you can proactively plan for appropriate levels of staffing and identify any areas at or near minimum operating levels. Better awareness of employee availability arms you with the knowledge you need to manage operations, ensuring business continuity and safety.

BENEFITS:

- Centralizes vacation and absence records with an easy to use electronic system, replacing paper-based methods and calendars
- Saves time by ensuring minimum staffing levels are maintained and mandatory vacations are scheduled
- Quickly validates scheduled vacation against entitled hours
- Provides accurate reports for fast and easy year-end review of vacation schedules, highlighting carryovers from year to year
- Keeps managers informed when limits are violated and reports on available versus used vacation

FEATURES:

- Follows your staffing rules by setting and controlling minimum staffing levels
- Enables accurate reporting on vacations anytime throughout the year
- Provides multiple reporting periods for yearly or seasonal staffing levels
- Convenient supervisor override ability provides case-by-case flexibility and control
- Minimum staffing requirements may be tied to job classifications or any other grouping
- Easily integrates into your HR system for vacation and absence hours allowed

Ensures adequate staffing for business continuity and safety.

With Vacation Management, you can proactively plan for appropriate levels of staffing and identify any areas at or near minimum operating levels.

Find out why 24 out of the top 25 utilities are using the ARCOS Callout Suite

Contact us today at
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