

From the Genesys Employee Handbook:

102. Open Time Off

Genesys has an Open Time Off policy. All employees, except interns, are eligible for Open Time Off. The amount of time off you take is flexible, and determined by you and your manager. To request time off, you must submit Open Time Off requests for approval by your manager via the time tracking module in the HCM system.

Open Time Off is an approach which provides flexibility to employees with how they plan, manage and take time off with an emphasis on logic, reason, and judgment in decision making. We expect employees to be responsible for their commitments to Genesys and balance those with their personal time away. We expect everyone to be considerate to their team and submit time off requests early to help your manager and your team to prepare for your absence. There is no specific minimum or maximum amount of time defined under the Open Time Off Policy. However, excessive absences, pattern absenteeism, or general abuse of the Open Time Off Policy can result in disciplinary action up to and including termination.

With that in mind, if you are requesting to take more than two consecutive weeks of Open Time Off for any reason, your request should come at least two months in advance when possible. We encourage managers and department leaders to be fair and thoughtful in their administration of Open Time Off.

If you need time off because you are sick, the Open Time Off policy still applies with a few differences. You should still enter that time into our HCM system, be sure to select the applicable type of absence, and let your manager know you will be out in accordance with the Genesys Sick Leave policy. If your absence is for injury or illness and exceeds five continuous business days, you may be required to take Short-Term Disability leave. If you do not qualify for Short-Term Disability leave and are not authorized for additional time off by HR, you may be placed on unpaid leave.

If you are in a situation that qualifies for a leave of absence under the Jury/Witness Duty policy, the Military Leave policy, the Personal Leave policy, the Time Off for Voting policy, the Family and Medical Leave Act (FMLA) or other medical leave such as Short-Term disability, Long-Term disability, Pregnancy Leave, or another government-regulated leave, you must take your time off under that policy (except see below regarding paid sick and safe leave). You will be allowed to use up to two weeks of Open Time Off in connection with your leave, unless stated otherwise in this policy or another applicable policy. To the full extent permitted under applicable law, any Open Time Off used under this policy will run concurrently with any paid or unpaid leave entitlement under applicable law. The Benefits department can assist you with any questions about leave interaction. For regulated leave policies, please see the Leaves of Absence section of this handbook.

In addition to vacation time and sick leave, this policy is intended to cover bereavement, parental leave (excluding disability for pregnancy), school visits, volunteering and other various kinds of short term personal leave. Where paid sick or safe leave is required by law, this policy is intended to, and should be interpreted to, comply with the requirements of applicable law. Therefore, where employees are entitled to paid sick or safe leave under applicable law, this policy should be interpreted to (1) provide eligible employees with an upfront allocation of paid time off that such employees may use for any purpose such employees are entitled to use leave under any applicable paid sick or safe leave law and (2) comply fully with the usage and other requirements of any applicable paid sick or safe leave law.

Employees do not “accrue” time under this policy and, therefore, will not receive compensation for “unused” open time off when they leave the Company for any reason, whether the separation is at the employee’s or the Company’s initiative.

Genesys also maintains a schedule of company-paid holidays. The Genesys holiday schedule is available on the HR Portal