In the modern employment landscape, vacation leave is an integral part of a workforce management strategy. Ensure your employees bounce back from their vacation feeling refreshed and ready to return to work.

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# Table of contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Introduction</td>
</tr>
<tr>
<td>6</td>
<td>Report structure</td>
</tr>
<tr>
<td>7</td>
<td>Reading this report</td>
</tr>
<tr>
<td>46</td>
<td>About this report</td>
</tr>
<tr>
<td>47</td>
<td>Americas</td>
</tr>
<tr>
<td>47</td>
<td>Asia Pacific</td>
</tr>
<tr>
<td>128</td>
<td>Europe, Middle East &amp; Africa</td>
</tr>
<tr>
<td>48</td>
<td>Regional summary</td>
</tr>
<tr>
<td>48</td>
<td>Regional summary</td>
</tr>
<tr>
<td>53</td>
<td>Argentina</td>
</tr>
<tr>
<td>57</td>
<td>Brazil</td>
</tr>
<tr>
<td>59</td>
<td>Canada</td>
</tr>
<tr>
<td>63</td>
<td>Chile</td>
</tr>
<tr>
<td>68</td>
<td>Colombia</td>
</tr>
<tr>
<td>71</td>
<td>Mexico</td>
</tr>
<tr>
<td>74</td>
<td>Peru</td>
</tr>
<tr>
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<td>Puerto Rico</td>
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<td>United States</td>
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<td>Australia</td>
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<td>53</td>
<td>China</td>
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<td>Hong Kong</td>
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<td>63</td>
<td>India</td>
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<td>Indonesia</td>
</tr>
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<td>Japan</td>
</tr>
<tr>
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<td>Malaysia</td>
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<td>77</td>
<td>Philippines</td>
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<tr>
<td>80</td>
<td>Singapore</td>
</tr>
<tr>
<td>83</td>
<td>South Korea</td>
</tr>
<tr>
<td>86</td>
<td>Taiwan</td>
</tr>
<tr>
<td>89</td>
<td>Thailand</td>
</tr>
<tr>
<td>92</td>
<td>Vietnam</td>
</tr>
<tr>
<td>53</td>
<td>Belgium</td>
</tr>
<tr>
<td>57</td>
<td>Egypt</td>
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<tr>
<td>59</td>
<td>France</td>
</tr>
<tr>
<td>63</td>
<td>Germany</td>
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<td>68</td>
<td>Ireland</td>
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<td>71</td>
<td>Italy</td>
</tr>
<tr>
<td>74</td>
<td>Poland</td>
</tr>
<tr>
<td>77</td>
<td>Russia</td>
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<tr>
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<td>Saudi Arabia</td>
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<td>South Africa</td>
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<tr>
<td>84</td>
<td>Spain</td>
</tr>
<tr>
<td>86</td>
<td>Switzerland</td>
</tr>
<tr>
<td>89</td>
<td>Turkey</td>
</tr>
<tr>
<td>92</td>
<td>United Arab Emirates</td>
</tr>
<tr>
<td>95</td>
<td>United Kingdom</td>
</tr>
</tbody>
</table>
Paid vacation leave is far from a luxury. In the modern employment landscape, this particular benefit is an absolutely integral part of most companies’ workforce management strategy. Counter-intuitive as it may seem, offering employees an opportunity to spend time away from the office while maintaining compensation can actually improve an organization’s efficiency, production, and overall well-being. Indeed, allowing employees to spend time away from the office so they can bounce back refreshed and revitalized will enable a more engaged and collaborative workforce, who are more likely to contribute to a positive workplace for all.

However, creating and instituting a successful annual leave program is about more than deciding on a number of days. For instance, any corporation with a multinational footprint must consider how local regulations and statutes dictate the number of days for any given type of leave, and some organizations are compelled to ask whether they might be better served by offering employees an unlimited number of paid leave days.

As the push for top talent in the tech and start-up sectors spawns revolutionary new approaches to vacation policies, HR managers around the world must determine how these new solutions fit into their own organization’s employee value proposition.

Creating a win-win that actually works

As with other employee benefit areas, leave programs should be a win for both the employer and employees. A scenario in which employees are overworked is just as detrimental to an organization as the one in which managers are left shorthanded. Though the solution may seem as simple as arriving at the right number of days, today’s HR managers must create policies that work in practice. This means, for example, that instead of deciding to offer an employee sabbatical program, they must create policies that enable employees to actually take a sabbatical and return to work effectively. At the end of the day, leave programs — vacation, sick leave, sabbaticals, volunteer leave, and so on — should allow employees to refuel, deal with personal issues that encroach on everyday life, and return feeling refreshed and ready to engage at work.
Nontraditional leaves

One facet of a leave policy that complicates matters for HR professionals is the sheer variety of leave types. In addition to national and corporate holidays, employees may be away on vacation leave, personal leave, sick leave, extended medical leave, bereavement leave, marriage leave, study leave, sabbatical, or any number of other leaves that employers may grant their employees. How might employers discern between and parse out these types of leave to their employees, and how does an organization offer each distinct policy?

For instance, if employers wish to offer a separate allocation of sick and personal leave days, what administrative support and tracking mechanisms do they need to implement these programs? Some companies, recognizing this headache, have elected to adopt an “unlimited” annual leave policy that grants employees as much time away from the office as they need. Sounds simple, but these policies bring their own headaches. Navigating these waters can be more difficult than one might expect, but doing so correctly can save hours of needless work.

Think it over

There are several considerations for every employer to consider when devising their annual leave policy:

• What types of leaves are required in the various countries in which my organization is active?
• How do my company’s annual leave policies compare to those of my competitors?
• Should my company create a global employee leave program, or should we allow each market or region to determine its own policy?
• Which types of leave are most important to my specific workforce?
• How might a generous or miserly annual leave policy impact my company’s ability to attract and retain top talent?
Report structure

The 2020 Vacation and Other Leave Policies Around the World publication provides hard-to-find current information on the amount and types of leave that most organizations provide to their employees. Drawing on a global survey of more than 1,400 submissions, this report offers a market-by-market analysis of trends in common and emerging types of leave, including prevalence data, number of leave days, and potential upcoming changes.

The report also includes information on each market’s statutory leave requirements as mandated by law, thereby ensuring that readers have a complete sense of the vacation and other leave landscape for all markets in the publication. The report includes the following sections:

Regional results
Each regional section provides critical information for those looking to learn more about specific countries or markets. The regional sections contain individual market pages with an overview of statutory requirements for that market, as well as national survey results for each type of leave policy.

Individual market pages include:

- Annual leave policy
  - Unlimited leave days
  - Vacation days
  - Paid time-off pool
  - Personal days
  - Sick leave
  - Holidays

- Other leave policies
  - Extended medical leave
  - Bereavement leave
  - Marriage leave
  - Volunteer leave
  - Study leave
  - Sabbaticals

- Statutory requirements

About this report
This section delineates the methods used in the report and lists key definitions.

- Methodology includes data sources used to compile this report, currency conversion rates, and other details on calculations and assumptions.
- Glossary provides definitions for many of the terms used throughout this report, as well as other HR-related terms.
## Average annual leave days

This table shows average annual leave days across each region after 1 year of service.

<table>
<thead>
<tr>
<th>Market</th>
<th>Average vacation days after 1 year of service</th>
<th>Average paid leave days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Executive</td>
<td>Management</td>
</tr>
<tr>
<td>Argentina</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Brazil</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Canada</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Chile</td>
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<td>Mexico</td>
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<tr>
<td>Peru</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Puerto Rico</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>United States</td>
<td>20</td>
<td>20</td>
</tr>
</tbody>
</table>

Note: Days are based on a 5-day working week.

All vacation days have been calculated based on a 5-day working week. The Methodology section includes a table for easy conversion to other formats, such as calendar days.
Market

Annual leave policies

Policy types

At which organizational level are leave policies managed?

- Global: 25%
- Regional: 25%
- Local: 25%

Local, but parent organization controls some major aspects of the policy

N=100

Which types of annual leave do companies provide?

- Vacation days: 50%
- Paid time-off pool: 50%
- Unlimited days: 50%
- Personal days: 50%
- Sick days: 50%
- Holidays: 50%

Separate colors are used throughout the report for each annual leave type.

The first page of each market provides data for annual leave and other leave policies. The remaining pages provide information on statutory leave requirements.
Vacation days

Do companies provide paid vacation leave to employees?

- Yes: 81%
- No: 19%

How do companies manage vacation days as part of a global or regional leave policy?

- Provide the same number of days for all countries: 50%
- Provide the statutory minimum number of days for all countries: 25%
- Provide the same number of additional days above the statutory minimum for all countries: 10%
- Managed differently in each country: 15%

Do companies specify when vacation must be taken?

- Yes, for all vacation days: 20%
- Yes, for some vacation days: 20%
- Yes, but for only certain types of employees: 20%
- No: 20%
Reading this report

How many vacation days does a newly hired employee accrue on a monthly basis?

<table>
<thead>
<tr>
<th></th>
<th>Executive</th>
<th>Management</th>
<th>Professional</th>
<th>Para professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly accrual rate upon hire</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>N=</td>
<td>30</td>
<td>30</td>
<td>40</td>
<td>40</td>
</tr>
</tbody>
</table>

Note: Accrual rate is an average; data exclude zero values.

How many paid vacation days are provided for each of the years of service listed below?

<table>
<thead>
<tr>
<th>Year of Service</th>
<th>Executive</th>
<th>Management</th>
<th>Professional</th>
<th>Para professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 1 year</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>After 5 years</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>After 10 years</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>After 15 years</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>After 20 years</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>After 25 years</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>After 30 years</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>N=</td>
<td>30</td>
<td>30</td>
<td>40</td>
<td>40</td>
</tr>
</tbody>
</table>

Note: Number of days per year of service is an average; data exclude zero values.

N= indicates the sample size for each column of data. This number may be different for each individual category.
Holidays

Do companies provide public (fixed) holidays (paid or unpaid) to employees?

Are companies closed for business on all public holidays?

- Yes, for all paid leave days: 20%
- Yes, for all paid and unpaid leave days: 20%
- Some business functions are closed for all paid leave days: 20%
- Some business functions are closed for all paid and unpaid leave days: 20%
- No: 10%
- Other: 10%

How many public holidays are provided annually?

<table>
<thead>
<tr>
<th>Average number of days</th>
<th>N=</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid leave days</td>
<td>10</td>
</tr>
<tr>
<td>Unpaid leave days</td>
<td>-</td>
</tr>
</tbody>
</table>

Note: Data exclude zero values. A dash indicates insufficient data to report a statistic. This is often because a type of leave or policy is not common in a market.

*Public* holidays are sometimes referred to as fixed, federal, or statutory holidays.
Other leave policies

Extended medical leave

Do companies have a policy that includes extended medical leave?

How many weeks are provided for extended medical leave after one year of service?

<table>
<thead>
<tr>
<th>Average number of weeks</th>
<th>N=</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully paid leave</td>
<td>10</td>
</tr>
<tr>
<td>Partially paid leave</td>
<td>10</td>
</tr>
<tr>
<td>Unpaid leave</td>
<td>10</td>
</tr>
</tbody>
</table>

Note: Data exclude zero values.

This table indicates the average number of weeks of paid, partially paid, and unpaid medical leave available after one year of service.

What alternative work arrangements do companies offer to help employees transition back to work?

- Reduced schedule or work time: 50% (N=115)
  - Some questions allowed more than one response; this is noted below applicable graphics.
- Telecommuting: 50% (N=115)
- Job-sharing: 25% (N=115)
- None: 25% (N=115)

Note: More than one response was permitted; percentages may sum to more than 100%.

Companies that indicated “Yes” also answered some of the additional questions on this page. If a large percentage of companies do not offer this benefit, the additional questions may not have data to present.

Extended medical leave is just one of the leaves covered in this section. You will also find information on bereavement leave, marriage leave, volunteer leave, study/exam leave, and sabbaticals.

SAMPLE DATA

Companies that indicated “Yes” also answered some of the additional questions on this page. If a large percentage of companies do not offer this benefit, the additional questions may not have data to present.

These figures indicate the percentage of companies that offer alternative work arrangements to employees returning from extended medical leave.

SAMPLE DATA
region
## Region summary

### Average annual leave days

<table>
<thead>
<tr>
<th>Market</th>
<th>Average vacation days after 1 year of service</th>
<th>Average paid leave days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Executive</td>
<td>Management</td>
</tr>
<tr>
<td>Argentina</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Brazil</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Canada</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Chile</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Colombia</td>
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<td>20</td>
</tr>
<tr>
<td>Mexico</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Peru</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Puerto Rico</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>United States</td>
<td>20</td>
<td>20</td>
</tr>
</tbody>
</table>

Note: Days are based on a 5-day working week.
### Annual leave policies

#### Policy types

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>N=100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global</td>
<td>Local, but parent organization controls some major aspects of the policy</td>
<td>25%</td>
</tr>
<tr>
<td>Regional</td>
<td></td>
<td>25%</td>
</tr>
<tr>
<td>Local</td>
<td></td>
<td>25%</td>
</tr>
</tbody>
</table>

#### Which types of annual leave do companies provide?

<table>
<thead>
<tr>
<th>Type</th>
<th>N=100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation days</td>
<td>54%</td>
</tr>
<tr>
<td>Paid time-off pool</td>
<td>54%</td>
</tr>
<tr>
<td>Unlimited leave days</td>
<td>54%</td>
</tr>
<tr>
<td>Personal days</td>
<td>54%</td>
</tr>
<tr>
<td>Sick days</td>
<td>54%</td>
</tr>
<tr>
<td>Holidays</td>
<td>54%</td>
</tr>
</tbody>
</table>
Unlimited leave days

Have companies implemented an “unlimited days” paid annual leave policy?

- Yes: 25%
- Yes, but we have since discontinued this type of policy: 25%
- No: 25%
- No, but we are considering this type of policy: 25%

How successful are “unlimited days” paid annual leave policies?

- Extremely successful; most employees use their leave cautiously: 50%
- Moderately successful; some employees use excessive amounts of leave: 25%
- Not successful; most employees use excessive amounts of leave: 25%

Do companies plan to discontinue “unlimited days” paid annual leave policies?

- Yes: 50%
- No: 25%
- Unsure, we are currently evaluating: 25%

N=100
Do companies provide paid vacation leave to employees?

- Yes: 54%
- No: 46%

How do companies manage vacation days as part of a global or regional leave policy?

- Provide the same number of days for all countries: 25%
- Provide the statutory minimum number of days for all countries: 25%
- Provide the same number of additional days above the statutory minimum for all countries: 25%
- Managed differently in each country: 25%

Do companies specify when vacation must be taken?

- Yes, for all vacation days: 25%
- Yes, for some vacation days: 25%
- Yes, but for only certain types of employees: 25%
- No: 25%
Do companies recognize prior service with other organizations when determining vacation entitlement for new hires?

- Yes, for the majority of new hires: 9%
- Yes, for senior positions only: 6%
- Yes, on a case-by-case basis: 25%
- No: 56%
- Policy does not address: 4%

N=100

Do companies provide leave in advance of accruing vacation?

- Yes, for the majority of employees: 25%
- Yes, for senior positions only: 25%
- Yes, on a case-by-case basis: 25%
- No: 15%
- Policy does not address: 10%

N=100
How many vacation days does a newly hired employee accrue on a monthly basis?

<table>
<thead>
<tr>
<th>Monthly accrual rate upon hire</th>
<th>Executive</th>
<th>Management</th>
<th>Professional</th>
<th>Para professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>N=</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

Note: Accrual rate is an average; data exclude zero values.

How many paid vacation days are provided for each of the years of service listed below?

<table>
<thead>
<tr>
<th>After 1 year</th>
<th>Executive</th>
<th>Management</th>
<th>Professional</th>
<th>Para professional</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>After 5 years</th>
<th>Executive</th>
<th>Management</th>
<th>Professional</th>
<th>Para professional</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>After 10 years</th>
<th>Executive</th>
<th>Management</th>
<th>Professional</th>
<th>Para professional</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>After 15 years</th>
<th>Executive</th>
<th>Management</th>
<th>Professional</th>
<th>Para professional</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>After 20 years</th>
<th>Executive</th>
<th>Management</th>
<th>Professional</th>
<th>Para professional</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>After 25 years</th>
<th>Executive</th>
<th>Management</th>
<th>Professional</th>
<th>Para professional</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>After 30 years</th>
<th>Executive</th>
<th>Management</th>
<th>Professional</th>
<th>Para professional</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
</tbody>
</table>

N= 100

Note: Number of days per year of service is an average; data exclude zero values.
Are employees allowed to carry over unused vacation days?

- Yes: 72%
- No: 28%

N=100

Is there a maximum limit on the number of days that may be carried over?

- Yes: 85%

N=100

What is the maximum number of days that may be carried over annually?

- 10 days

N=100

Note: Percentage represents companies that have a maximum limit.

What is the cutoff date for using vacation days carried over from the previous year?

- End of January: 0%
- End of February: 0%
- End of March: 0%
- End of April: 10%
- End of May: 10%
- End of June: 10%
- End of July: 10%
- End of August: 10%
- End of September: 10%
- End of October: 10%
- End of November: 10%
- End of December: 10%
- No end limit: 10%

N=100

Note: Percentage represents companies that have a maximum limit.

Note: Number of days is an average; data exclude zero values. Some companies define maximum days as a percentage of annual allowance.
Are employees allowed to cash out vacation days (other than upon termination of contract)?

- Yes: 85%
- No: 15%

Is there a maximum limit on the number of days that may be cashed out?

- Yes: 50%

What is the maximum number of days that may be cashed out annually?

- 10 days

Note: Percentage represents companies that have a maximum limit.

N=100

Note: Number of days is an average; data exclude zero values. Some companies define maximum days as a percentage of annual allowance.
Do companies provide a paid time-off pool of leave to employees?

- Yes: 61%
- No: 39%

N=100
How many paid time-off pool days are provided for each of the years of service listed below?

<table>
<thead>
<tr>
<th></th>
<th>Executive</th>
<th>Management</th>
<th>Professional</th>
<th>Para professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly accrual rate upon hire</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>N=</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

Note: Accrual rate is an average; data exclude zero values.

How many paid time-off pool days does a newly hired employee accrue on a monthly basis?

<table>
<thead>
<tr>
<th></th>
<th>Executive</th>
<th>Management</th>
<th>Professional</th>
<th>Para professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly accrual rate upon hire</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>N=</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

Note: Number of days per year of service is an average; data exclude zero values.
Are employees allowed to carry over unused paid time-off pool days?

- Yes: 89%
- No: 11%

Is there a maximum limit on the number of days that may be carried over?

- Yes: 80%
- No: 20%

What is the maximum number of days that may be carried over annually?

- 10 days

Note: Percentage represents companies that have a maximum limit.

What is the cutoff date for using paid time-off pool days carried over from the previous year?

- End of January: 0%
- End of February: 0%
- End of March: 0%
- End of April: 10%
- End of May: 10%
- End of June: 10%
- End of July: 10%
- End of August: 10%
- End of September: 10%
- End of October: 10%
- End of November: 10%
- End of December: 10%
- No end limit: 10%

Note: Number of days is an average; data exclude zero values. Some companies define maximum days as a percentage of annual allowance.
Are employees allowed to cash out paid time-off pool days (other than upon termination of contract)?

- Yes: 83%
- No: 17%

N=100

Is there a maximum limit on the number of days that may be cashed out?

- Yes: 80%

N=100

Note: Percentage represents companies that have a maximum limit.

What is the maximum number of days that may be cashed out annually?

- 10 days

N=100

Note: Number of days is an average; data exclude zero values. Some companies define maximum days as a percentage of annual allowance.
Do companies provide personal leave (paid or unpaid) to employees?

- Yes: 62% (N=100)
- No: 38% (N=100)

How many personal days are provided annually?

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Average Number of Days</th>
<th>N=</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid leave days</td>
<td>3</td>
<td>100</td>
</tr>
<tr>
<td>Unpaid leave days</td>
<td>12</td>
<td>100</td>
</tr>
</tbody>
</table>

Note: Data exclude zero values.
Are employees allowed to carry over unused personal days?  

- Yes: 92%
- No: 8%

Is there a maximum limit on the number of days that may be carried over?

- Yes: 50%

What is the maximum number of days that may be carried over annually?

- 8 days

Note: Percentage represents companies that have a maximum limit.

What is the cutoff date for using personal days carried over from the previous year?

- End of January: 0%
- End of February: 0%
- End of March: 0%
- End of April: 10%
- End of May: 10%
- End of June: 10%
- End of July: 10%
- End of August: 10%
- End of September: 10%
- End of October: 10%
- End of November: 10%
- End of December: 10%
- No end limit: 10%

Note: Number of days is an average; data exclude zero values. Some companies define maximum days as a percentage of annual allowance.
Are employees allowed to cash out personal days (other than upon termination of contract)?

- Yes (97%)
- No (3%)

Is there a maximum limit on the number of days that may be cashed out?

- Yes (50%)

What is the maximum number of days that may be cashed out annually?

- 10 days

Note: Number of days is an average; data exclude zero values. Some companies define maximum days as a percentage of annual allowance.
Do companies require employees to produce medical certificate while using their sick leave entitlement?

- Yes, it is required for all sick leave: 25%
- Yes, if the number of sick days exceeds a maximum amount: 25%
- At manager’s discretion: 20%
- On a case-by-case basis: 20%
- No: 10%

How many sick days are provided annually?

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Average Number of Days</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid leave days</td>
<td>10</td>
<td>100</td>
</tr>
<tr>
<td>Unpaid leave days</td>
<td>10</td>
<td>100</td>
</tr>
</tbody>
</table>

After how many sick days is a medical certificate required?

- 4 days

Note: Data exclude zero values.
Are employees allowed to carry over unused sick days?

- Yes: 56%
- No: 44%

N = 100

Is there a maximum limit on the number of days that may be carried over?

- Yes: 50%

N = 100

Note: Percentage represents companies that have a maximum limit.

What is the maximum number of days that may be carried over annually?

- 10 days

N = 100

Note: Number of days is an average; data exclude zero values. Some companies define maximum days as a percentage of annual allowance.

What is the cutoff date for using sick days carried over from the previous year?

- End of January: 0%
- End of February: 0%
- End of March: 0%
- End of April: 10%
- End of May: 10%
- End of June: 10%
- End of July: 10%
- End of August: 10%
- End of September: 10%
- End of October: 10%
- End of November: 10%
- End of December: 10%
- No end limit: 10%

N = 100
Are employees allowed to cash out sick days (other than upon termination of contract)?

- Yes: 93%
- No: 7%

Note: Percentage represents companies that have a maximum limit.

N=100

Is there a maximum limit on the number of days that may be cashed out?

- Yes: 50%

Note: Number of days is an average; data exclude zero values.

Some companies define maximum days as a percentage of annual allowance.

N=100

What is the maximum number of days that may be cashed out annually?

5 days
Holidays

Do companies provide public (fixed) holidays (paid or unpaid) to employees?

Yes: 99%
No: 1%

N=100

Are companies closed for business on all public holidays?

- Yes, for all paid leave days: 10%
- Yes, for all paid and unpaid leave days: 10%
- Some business functions are closed for all paid leave days: 10%
- Some business functions are closed for all paid and unpaid leave days: 10%
- No: 50%

N=100

How many public holidays are provided annually?

<table>
<thead>
<tr>
<th>Average number of days</th>
<th>N=100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid leave days</td>
<td>10</td>
</tr>
<tr>
<td>Unpaid leave days</td>
<td>10</td>
</tr>
</tbody>
</table>

Note: Data exclude zero values.
Do companies provide "floating" holidays (paid or unpaid) to employees?

- Yes: 53%
- No: 47%

N=100

Why do companies provide "floating" holidays?

- To create a balanced policy across different markets: 25%
- To allow employees the opportunity to take leave on religious holidays: 25%
- Other: 50%

N=100

How many "floating" holidays are provided annually?

<table>
<thead>
<tr>
<th>Average number of days</th>
<th>N= 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid leave days</td>
<td>5</td>
</tr>
<tr>
<td>Unpaid leave days</td>
<td>5</td>
</tr>
</tbody>
</table>

Note: Data exclude zero values.
Other leave policies

Extended medical leave

Do companies have a policy that includes extended medical leave?

- Yes: 34%
- No: 66%

How many weeks are provided for extended medical leave after one year of service?

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Average Number of Weeks</th>
<th>N=</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully paid leave</td>
<td>13</td>
<td>100</td>
</tr>
<tr>
<td>Partially paid leave</td>
<td>17</td>
<td>100</td>
</tr>
<tr>
<td>Unpaid leave</td>
<td>14</td>
<td>100</td>
</tr>
</tbody>
</table>

Note: Data exclude zero values.

What alternative work arrangements do companies offer to help employees transition back to work?

- Reduced schedule or work time: 10%
- Flextime: 10%
- Telecommuting: 10%
- Job-sharing: 10%
- None: 60%

N=100

Note: More than one response was permitted; percentages may sum to more than 100%.
Bereavement leave

Do companies provide bereavement leave (paid or unpaid) to employees upon the death of a family member or close friend?

N=100

Yes  No

98%  2%

Note: More than one response was permitted; percentages may sum to more than 100%.

Which of the following family members are included in the bereavement leave policy?

- Opposite-sex spouse: 72%
- Opposite-sex domestic partner: 72%
- Same-sex spouse: 72%
- Same-sex domestic partner: 72%
- Child: 72%
- Parent: 72%
- Parent-in-law: 72%
- Siblings: 72%
- Grandparent: 72%
- Other close family member or friend: 72%
How many leave days are provided to an employee following the death of a family member?

<table>
<thead>
<tr>
<th>Family Member</th>
<th>Number of paid leave days</th>
<th>N=</th>
<th>Number of unpaid leave days</th>
<th>N=</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opposite-sex spouse</td>
<td>4</td>
<td>50</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Opposite-sex domestic partner</td>
<td>4</td>
<td>50</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Same-sex spouse</td>
<td>4</td>
<td>50</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Same-sex domestic partner</td>
<td>4</td>
<td>50</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Child</td>
<td>4</td>
<td>50</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Parent</td>
<td>4</td>
<td>50</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Parent-in-law</td>
<td>4</td>
<td>50</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Siblings</td>
<td>4</td>
<td>50</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Grandparent</td>
<td>4</td>
<td>50</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Other close family member or friend</td>
<td>4</td>
<td>50</td>
<td>4</td>
<td>50</td>
</tr>
</tbody>
</table>

Note: Number of days for each family member is an average; data exclude zero values.
Marriage leave

Do companies provide leave (paid or unpaid) in the event of an employee’s marriage?

- Yes: 92%
- No: 8%

How many leave days are provided to an employee in the event of their marriage?

<table>
<thead>
<tr>
<th>Average number of days</th>
<th>N=100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid leave days</td>
<td>3</td>
</tr>
<tr>
<td>Unpaid leave days</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: Data exclude zero values.

Does marriage leave also apply to same-sex marriage/civil unions?

- Yes: 50%
- No: 50%
Volunteer leave

Do companies provide leave (paid or unpaid) for employees to perform volunteer or community service work?

N=100

How many days of volunteer leave are provided annually?

<table>
<thead>
<tr>
<th></th>
<th>Average number of days</th>
<th>N=</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid leave days</td>
<td>5</td>
<td>100</td>
</tr>
<tr>
<td>Unpaid leave days</td>
<td>5</td>
<td>100</td>
</tr>
</tbody>
</table>

Note: Data exclude zero values.
Study or exam leave

Do companies provide study or exam leave (paid or unpaid)?

- Yes, for company sponsored courses: 25%
- Yes, for noncompany sponsored courses: 25%
- Yes, for both company and noncompany sponsored courses: 25%
- No: 25%

N=100

Is paid leave provided on the day or days of an exam?

- Yes, all exam days are paid: 50%
- Yes, a maximum number of paid exam days are provided annually: 25%
- No: 25%

N=100

How many study leave days are provided annually?

**Company sponsored courses**

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Average number of days</th>
<th>N=</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid leave days</td>
<td>3</td>
<td>100</td>
</tr>
<tr>
<td>Unpaid leave days</td>
<td>3</td>
<td>100</td>
</tr>
</tbody>
</table>

**Noncompany sponsored courses**

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Average number of days</th>
<th>N=</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid leave days</td>
<td>3</td>
<td>100</td>
</tr>
<tr>
<td>Unpaid leave days</td>
<td>3</td>
<td>100</td>
</tr>
</tbody>
</table>

Note: Data exclude zero values.
**Sabbaticals**

Do companies provide employees with the option to take a career break or sabbatical leave (paid or unpaid)?

![Chart showing 85% Yes and 15% No]

What is the maximum number of months an employee may take as a career break or sabbatical?

- **10 months**

What is the minimum length of service required before an employee is eligible to take a career break or sabbatical?

- **50 service months**

Do companies guarantee the same job position upon return of the employee from a career break or sabbatical?

- **50% Yes**  
- **50% No**

**Note:** Number of months is an average; data exclude zero values.
## Statutory requirements

### Vacation leave

**Summary of leave requirements**

<table>
<thead>
<tr>
<th>Eligibility requirements</th>
<th>Minimum annual vacation leave</th>
<th>Must be provided as paid leave</th>
<th>Payout of unused days permitted (excluding on termination)</th>
<th>Carry over of unused days permitted</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year's service</td>
<td>6 days</td>
<td>Yes</td>
<td>No</td>
<td>Yes, for 18 months</td>
<td></td>
</tr>
<tr>
<td>2 years' service</td>
<td>8 days</td>
<td>Yes</td>
<td>No</td>
<td>Yes, for 18 months</td>
<td></td>
</tr>
<tr>
<td>3 years' service</td>
<td>10 days</td>
<td>Yes</td>
<td>No</td>
<td>Yes, for 18 months</td>
<td></td>
</tr>
<tr>
<td>4 years' service</td>
<td>12 days</td>
<td>Yes</td>
<td>No</td>
<td>Yes, for 18 months</td>
<td></td>
</tr>
<tr>
<td>5 to 9 years' service</td>
<td>14 days</td>
<td>Yes</td>
<td>No</td>
<td>Yes, for 18 months</td>
<td></td>
</tr>
<tr>
<td>10 to 14 years' service</td>
<td>16 days</td>
<td>Yes</td>
<td>No</td>
<td>Yes, for 18 months</td>
<td></td>
</tr>
<tr>
<td>15 to 19 years' service</td>
<td>18 days</td>
<td>Yes</td>
<td>No</td>
<td>Yes, for 18 months</td>
<td></td>
</tr>
<tr>
<td>20 to 24 years' service</td>
<td>20 days</td>
<td>Yes</td>
<td>No</td>
<td>Yes, for 18 months</td>
<td></td>
</tr>
<tr>
<td>25 to 29 years' service</td>
<td>22 days</td>
<td>Yes</td>
<td>No</td>
<td>Yes, for 18 months</td>
<td></td>
</tr>
</tbody>
</table>
Country

Mandatory vacation entitlement
Vacation is paid time off.

Supplemental vacation provided
Companies typically supplement statutory requirements. The paid time-off practice for most companies is to provide 10 working days to employees with less than three years of service.

Options for carry-forward of unused vacation days
The law requires that a company specify in its policy that vacation days should be taken within 18 months and may not be carried forward further.

Options for pay-out in cash of unused vacation days
Vacation days cannot be paid in cash or any other kind of remuneration, except for termination. The termination payment must include accrued but unused vacation days.

Vacation bonus
For each vacation day, employees are entitled to a vacation bonus of no less than 25% of their salary per vacation day.

Companies typically supplement statutory requirements. The supplementary practice varies from company to company, with vacation premium typically ranging from 50% to 100% of vacation days' salary.

Public holidays
Mandatory public holidays entitlement
Holidays are paid time off.

Supplementary public holidays provided
Companies typically supplement statutory requirements.

Sick leave
Social security pays 60% of salary after the third day the condition exists, up to 52 weeks for general sickness. Some companies supplement social security benefits and pay 100% of salary during the first three days' absence and supplement to 80% of salary after the third day. Employers typically provide this benefit to all employees (union and nonunion); it is usually company-paid.

If the sickness is work-related, social security pays 100% of current salary during the employee's disability.

Bereavement leave
Although it is not a statutory benefit, companies typically grant three days off for death of the employee's parent, spouse, or child.

Miscellaneous paid leave
Although it is not a statutory benefit, some companies grant three days for marriage.

Miscellaneous unpaid leave
Although it is not a statutory benefit, some companies allow unpaid leave for educational reasons.
<table>
<thead>
<tr>
<th>Public holiday</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>January 1</td>
<td>January 1</td>
<td>January 1</td>
</tr>
<tr>
<td>Constitution Day</td>
<td>February 5</td>
<td>February 5</td>
<td>February 5</td>
</tr>
<tr>
<td>Labor Day</td>
<td>May 1</td>
<td>May 1</td>
<td>May 1</td>
</tr>
<tr>
<td>Independence Day</td>
<td>September 16</td>
<td>September 16</td>
<td>September 16</td>
</tr>
<tr>
<td>Revolution Day</td>
<td>November 20</td>
<td>November 20</td>
<td>November 20</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 25</td>
<td>December 25</td>
<td>December 25</td>
</tr>
</tbody>
</table>

Notes: Some of these holidays may fall on a Saturday or Sunday. 
Source: www.timeanddate.com
about this report
Methodology

This section provides information on the methods of collecting, collating, and analyzing data for this publication. You will also find notes on exceptions and exclusions in the data and a list of data sources and relevant equations, along with a glossary of key terms.

Data collection

Data for this publication were collected from the following primary data sources:

- 2019 Vacation and Other Leave survey
- Mercer’s 2019 Worldwide Benefit & Employment Guidelines

Data were collected through a global survey on Vacation and Other Leave during September and October 2019. The survey was open to all companies that offer leave benefits and have operations in at least one of the markets included in the survey. More than 1,400 survey submissions were received.

Participants completed questions that were applicable to their policies; therefore, sample sizes vary by question. Keep sample size in mind when making decisions; a small sample size may not be a true reflection of the market.

The statutory requirements were sourced from Mercer’s Worldwide Benefit & Employment Guidelines (WBEG). This information is for guidance purposes only.

Data analysis

Statistics

The following statistics are presented in this report:

- **Average**: The sum of all data reported divided by the number of data observations in the sample. Also known as the mean.
- **Prevalence**: The percentage of companies that provided a response to a question with a defined number of options to choose from. For example, a single response question or a multiple response (select all that apply) style question.
  - In single response questions, the sum of all responses may not equal 100% due to rounding.
  - In multiple response questions, the sum of all responses will be greater than 100%.
- **N or sample size**: The number of companies that reported data for the statistic.
- **Endash or “–”**: The sample is too small to provide the statistic.

Data masking

To ensure the confidentiality of all companies that provide data to Mercer’s surveys, statistics have been “masked” by displaying an endash or “–” when minimum sample sizes are not met.

- A minimum of three data points are required to report the average and prevalence percentages.

Data exceptions and notes

For leave types where the number of paid, partially paid, and/or unpaid days was collected, the statistics provided include only those companies that provided data for each type of day. The sample size, therefore, varies for each leave type.

Asia Pacific

Data were collected separately for China-Beijing and China-Shanghai; however, data have been merged to show overall results for China.
Survey participants were provided with options for the format in which they provided leave, for example, working days, calendar days, etc. Based on the information provided, values were converted to a common format for ease of analysis. Working days is the most common format used but note that some leaves are reported in other formats, for example, sabbaticals are reported in months. See the “Common conversions” table if you would like to evaluate leave in an alternate format.
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