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vacation and other leave | sample



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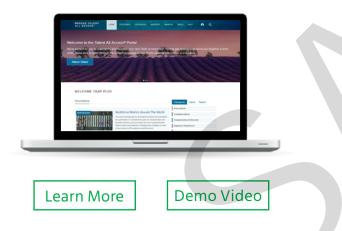




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Introduction

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 wellbeing. 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-tofind 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.

Personal days are shaded pink, sick days are green, and public holidays are a darker shade of blue.

	Average vacation days after 1 year of service			Average paid leave days			
Market	Executive	Management	Professional	Para professional	Personal days	Sick days	Holidays
Argentina	20	20	20	20	10	10	10
Brazil	20	20	20	20	10	10	10
Canada	20	20	20	20	10	10	10
Chile	20	20	20	20	10	10	10
Colombia	20	20	20	20	10	10	10
Mexico	20	20	20	20	10	10	10
Peru	20	20	20	20	10	10	10
Puerto Rico	20	20	20	20	10	10	10
United States	20	20	20	20	10	10	10

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

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

Annual leave policies

Policy types

At which organizational level are leave policies managed?

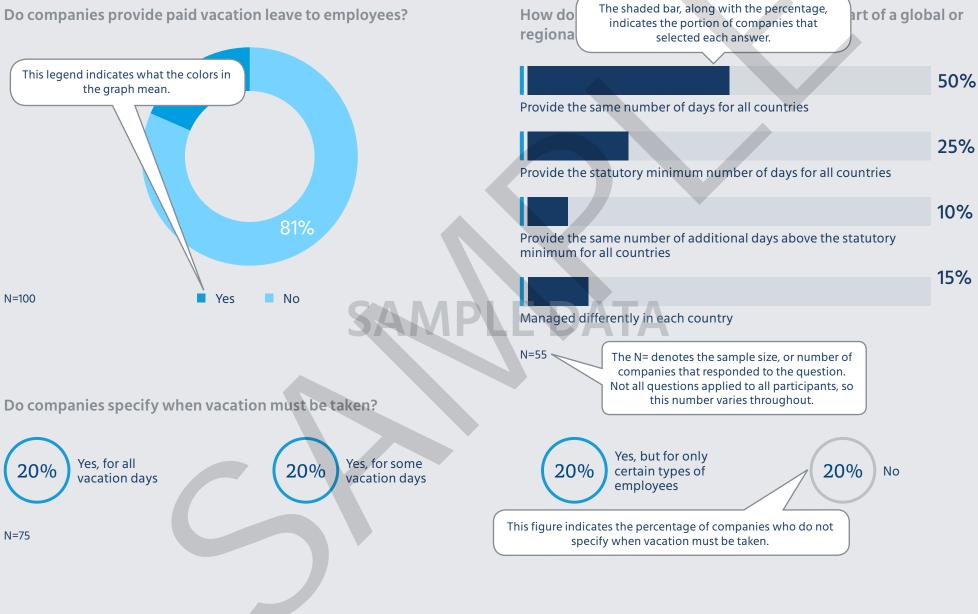
	25%
Global	
This bar chart indicates the percentage of companies with a global leave policy.	25%
Regional	
3,4	25%
Local	
	25%
Local, but parent organization controls some major aspects of the policy	
N=100	

Which types of annual leave do companies provide?

	Separate colors are used throughout the report	50%
Vacation days	for each annual leave type.	N=130
		50%
Paid time-off pool		N=130
	V	
ENJATA	A	50%
Unlimited days		N=130
- <mark>-</mark>		50%
Personal days		N=130
		50%
Sick days		N=130
		50%
Holidays		N=130

Vacation days

Do companies provide paid vacation leave to employees?



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

	Executive	Management	Professional	Para professional		
Monthly accrual rate upon hire	1.0	1.0	1.0	1.0		
N=	30	30	40	40		
Note: Accrual rate is an average; data exclude zero values. How many paid vacation days are prov The statistic reported may be noted below the table; in this instance, the average accrual rate is provided,						
		been excluded from the data.	Professional	Para professional		
After 1 year	15	15				
After 5 years	15	15	This table provides the average n days by years of service and			
After 10 years	20	20		20		
After 15 years	20	20	20	20		
After 20 years	20	20	20	20		
After 25 years	25		25	25		
After 30 years	25		25	25		
N= _	30	30	40	40		

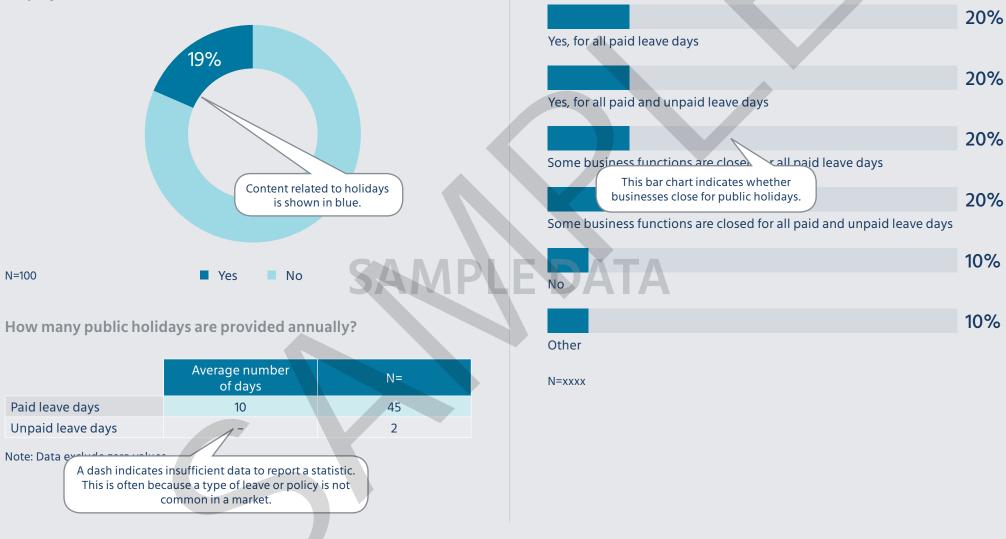
Note: Num of days per year of service is an average; data exclude zero values.

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

Holidays

"Public" holidays are sometimes referred to as fixed, federal, or statutory holidays.

Do companies provide public (fixed) holidays (paid or unpaid) to employees? Are companies closed for business on all public holidays?



Other leave policies

Extended medical leave

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.

Do companies have a policy that menues extended medicar leave:

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

19%	Average number of weeks	N=
	Fully paid leave 10	45
	Partially paid leave 10	45
	Unpaid leave This table indicates the average number of	45
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.	Note: Data exclude z 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?



region

Region summary

Average annual leave days

	Average vacation days after 1 year of service			Average paid leave days			
Market	Executive	Management	Professional	Para professional	Personal days	Sick days	Holidays
Argentina	20	20	20	20	10	10	10
Brazil	20	20	20	20	10	10	10
Canada	20	20	20	20	10	10	10
Chile	20	20	20	20	10	10	10
Colombia	20	20	20	20	10	10	10
Mexico	20	20	20	20	10	10	10
Peru	20	20	20	20	10	10	10
Puerto Rico	20	20	20	20	10	10	10
United States	20	20	20	20	10	10	10

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

Market

Annual leave policies

Policy types

At which organizational level are leave policies managed?

		25%
Global		
		25%
Regional		
		25%
Local		
		25%
Local, but parent or policy	ganization controls some major aspects of the	
N=100		

Which types of annual leave do companies provide?

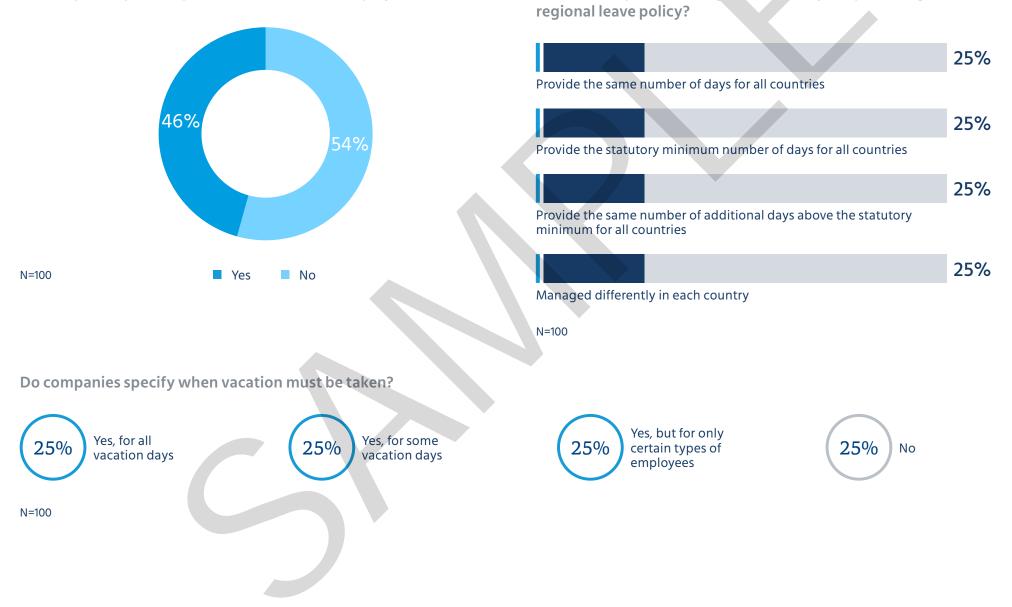
	54%
Vacation days	N=100
	54%
Paid time-off pool	N=100
	54%
Unlimited leave days	N=100
	54%
Personal days	N=100
	54%
Sick days	N=100
	54%
Holidays	N=100

Unlimited leave days

Unlimited leave days		
Have companies implemented an "unlimited days" paid annual leave	e policy?	
25%	25%	25%
Yes Yes, but we have since discontinued this type of policy	No	No, but we are considering this type of policy
N=100		
How successful are "unlimited days" paid annual leave policies?	Do companies plan to discontinue "un leave policies?	limited days" paid annual
50%		\frown
Extremely successful; most employees use their leave cautiously	50% 25%	25%
25%		
Moderately successful; some employees use excessive amounts of leave	Yes No	Unsure, we are currently evaluating
25%	N=100	
Not successful; most employees use excessive amounts of leave		
N=100		

Vacation days

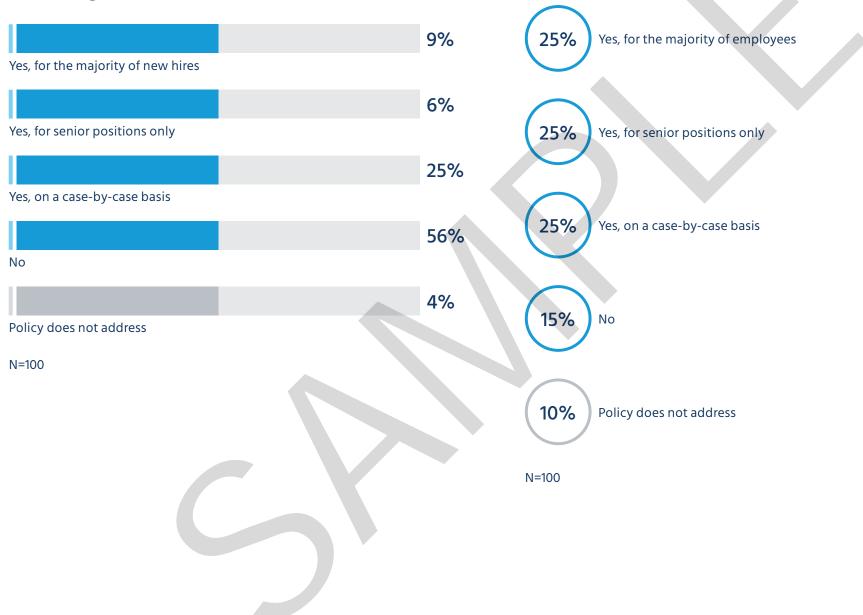
Do companies provide paid vacation leave to employees?



How do companies manage vacation days as part of a global or

Do companies recognize prior service with other organizations when determining vacation entitlement for new hires?

Do companies provide leave in advance of accruing vacation?



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

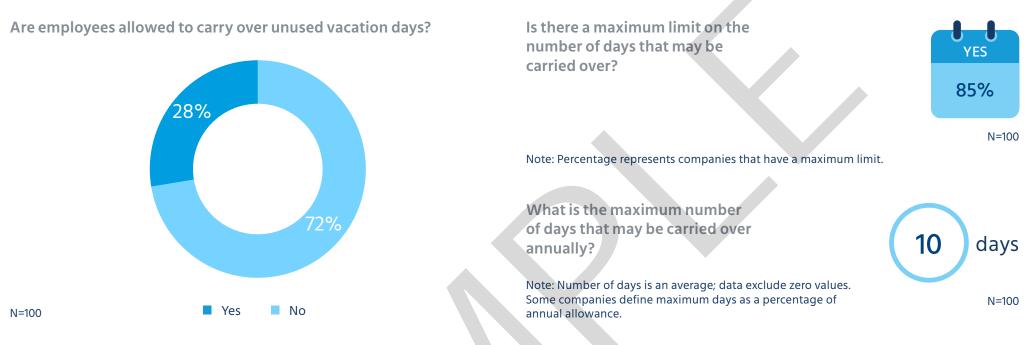
	Executive	Management	Professional	Para professional
Monthly accrual rate upon hire	1	1	1	1
N=	100	100	100	100

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

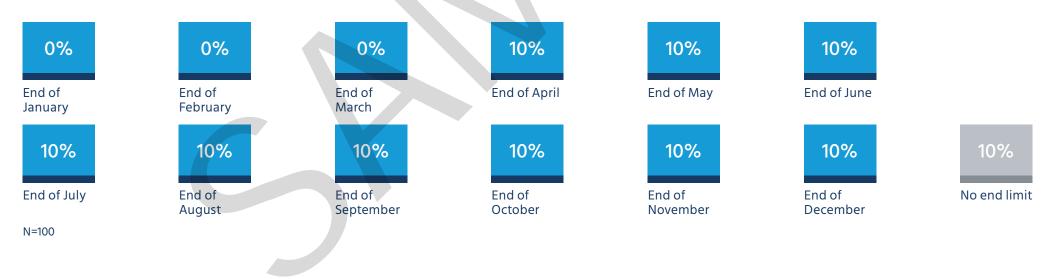
How many paid vacation days are provided for each of the years of service listed below?

	Executive	Management	Professional	Para professional
After 1 year	10	10	10	10
After 5 years	10	10	10	10
After 10 years	10	10	10	10
After 15 years	20	20	20	20
After 20 years	20	20	20	20
After 25 years	20	20	20	20
After 30 years	20	20	20	20
N=	100	100	100	100

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

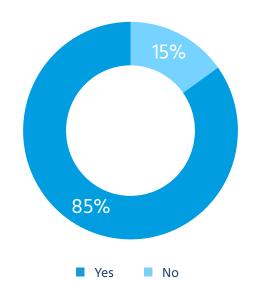


What is the cutoff date for using vacation days carried over from the previous year?



N=100

Are employees allowed to cash out vacation days (other than upon termination of contract)?



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



Note: Percentage represents companies that have a maximum limit.

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

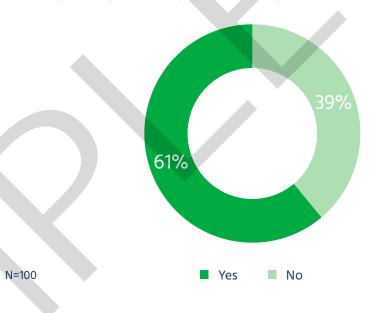
10 days

N=100

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

Paid time-off pool

Do companies provide a paid time-off pool of leave to employees?



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

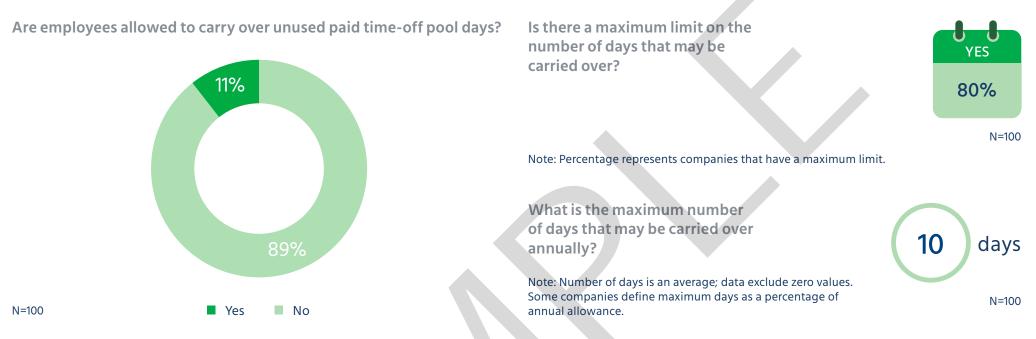
	Executive	Management	Professional	Para professional
Monthly accrual rate upon hire	1	1	1	1
N=	100	100	100	100

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

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

	Executive	Management	Professional	Para professional
After 1 year	20	20	20	20
After 5 years	20	20	20	20
After 10 years	20	20	20	20
After 15 years	20	20	20	20
After 20 years	22	22	22	22
After 25 years	22	22	22	22
After 30 years	22	22	22	22
N=	22	22	22	22

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

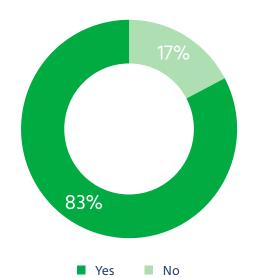


What is the cutoff date for using paid time-off pool days carried over from the previous year?



N=100

Are employees allowed to cash out paid time-off pool days (other than upon termination of contract)?



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



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

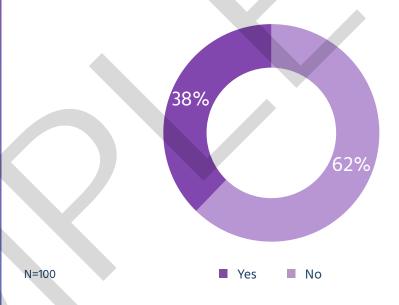
10 days

N=100

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

Personal days

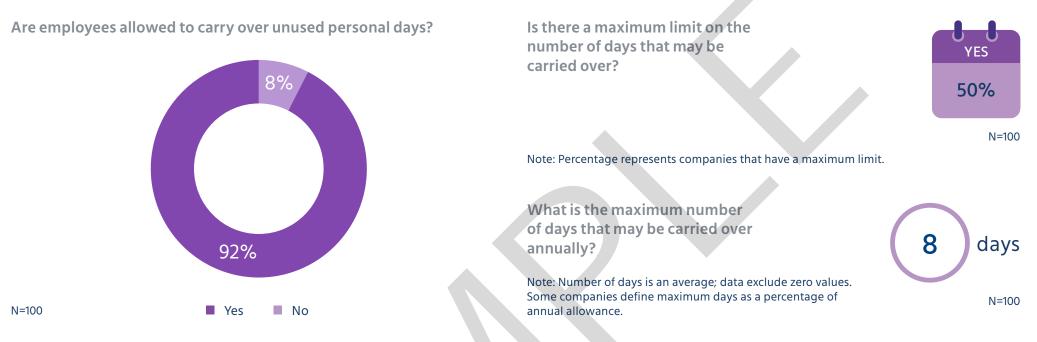
Do companies provide personal leave (paid or unpaid) to employees?



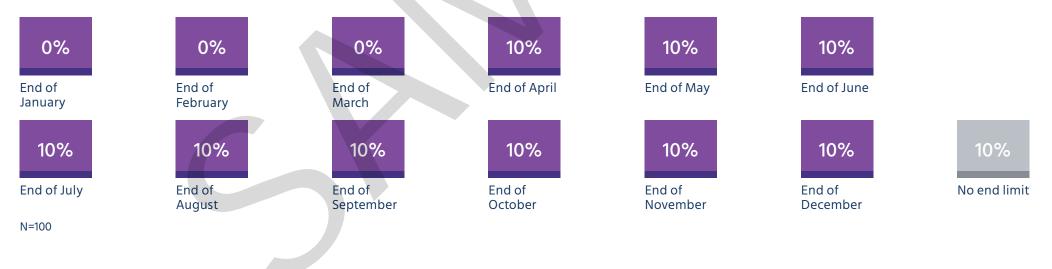
How many personal days are provided annually?

	Average number of days	N=
Paid leave days	3	100
Unpaid leave days	12	100

Note: Data exclude zero values.

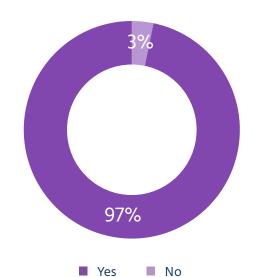


What is the cutoff date for using personal days carried over from the previous year?



N=100

Are employees allowed to cash out personal days (other than upon termination of contract)?



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



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

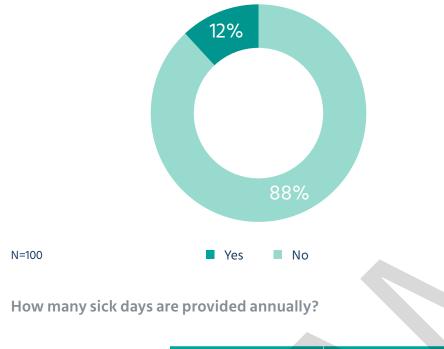
10 days

N=100

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

Sick leave

Do companies provide sick leave (paid or unpaid) to employees?



	Average number of days	N=
Paid leave days	10	100
Unpaid leave days	10	100
Note: Data exclude zero value:	s.	

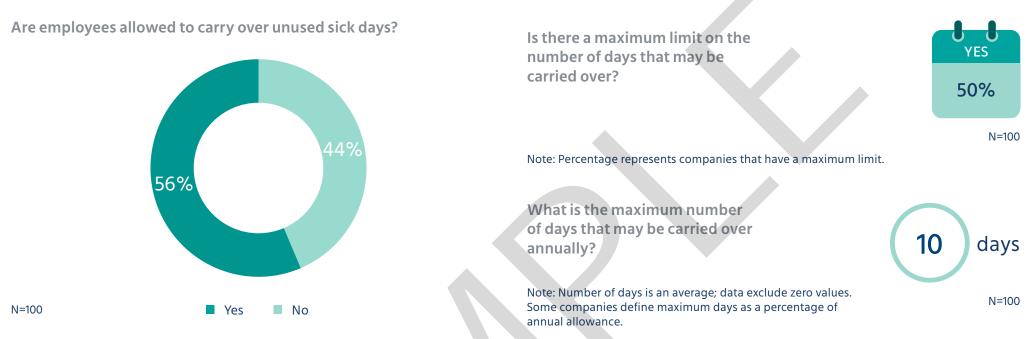
Do companies require employees to produce medical certificate while using their sick leave entitlement?

	25%
Yes, it is required for all sick leave	
	25%
Yes, if the number of sick days exceeds a maximum amount	
	20%
At manager's discretion	
	20%
On a case-by-case basis	
	10%
Νο	
N=100	

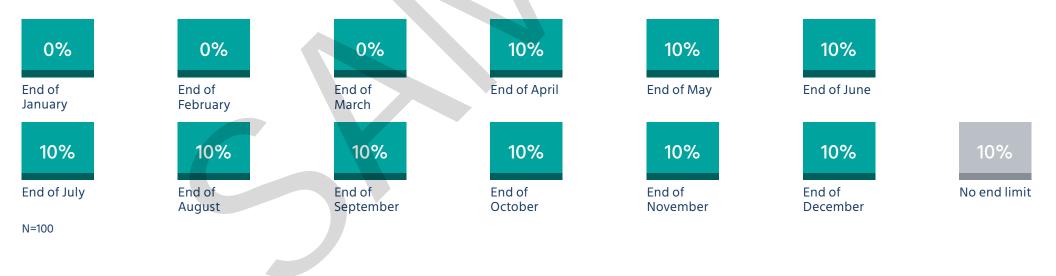
After how many sick days is a medical certificate required?



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

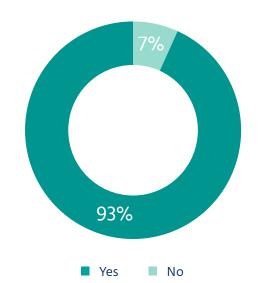


What is the cutoff date for using sick days carried over from the previous year?



N=100

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



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



Note: Percentage represents companies that have a maximum limit.

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

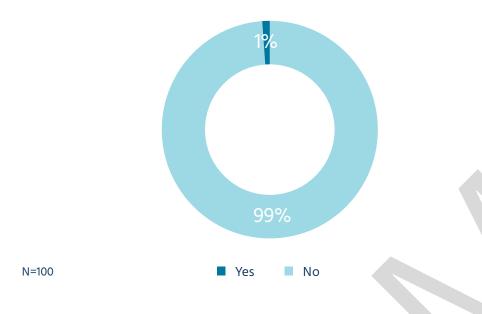
5 days

N=100

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

Holidays

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



How many public holidays are provided annually?

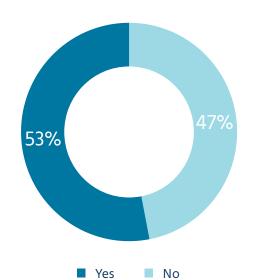
	Average number of days	N=
Paid leave days	10	100
Unpaid leave days	10	100
Note: Data exclude zero value:	5.	

Are companies closed for business on all public holidays?

	10%
Yes, for all paid leave days	10 / 0
	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%
Other	

N=100

Do companies provide "floating" holidays (paid or unpaid) to employees?



N=100

How many "floating" holidays are provided annually?

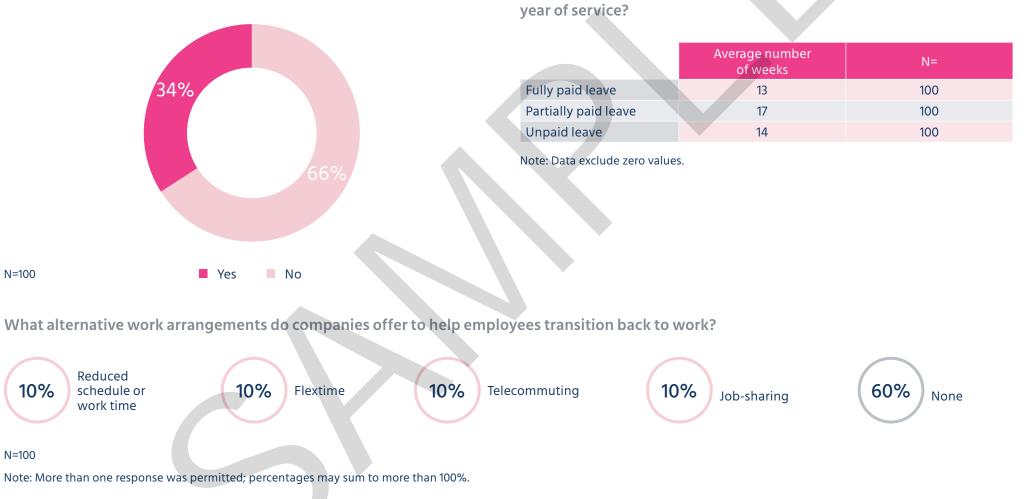
	Average number of days	N=
Paid leave days	5	100
Unpaid leave days	5	100
Note: Data exclude zero values		

Why do companies provide "floating" holidays?



Other leave policies

Extended medical leave



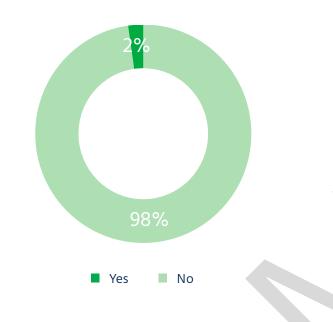
How many weeks are provided for extended medical leave after one

Do companies have a policy that includes extended medical leave?

N=100

Bereavement leave

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



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

	72%
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	

N=100

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

How many leave days are provided to an employee following the death of a family member?

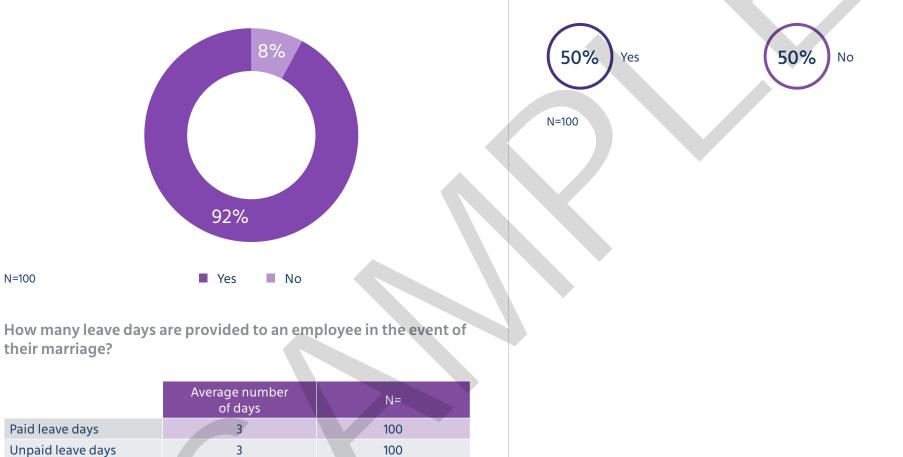
	Number of paid leave days	N=	Number of unpaid leave days	N=
Opposite-sex spouse	4	50	4	50
Opposite-sex domestic partner	4	50	4	50
Same-sex spouse	4	50	4	50
Same-sex domestic partner	4	50	4	50
Child	4	50	4	50
Parent	4	50	4	50
Parent-in-law	4	50	4	50
Siblings	4	50	4	50
Grandparent	4	50	4	50
Other close family member or friend	4	50	4	50

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?

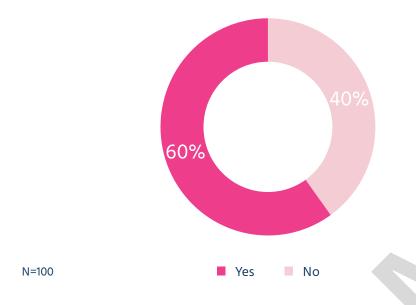
Does marriage leave also apply to same-sex marriage/civil unions?



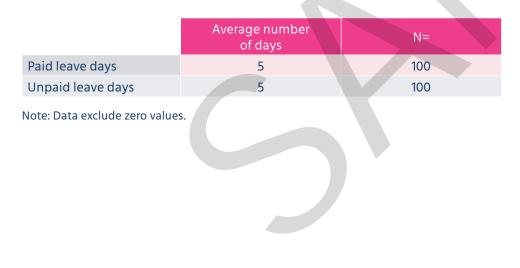
Note: Data exclude zero values.

Volunteer leave

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

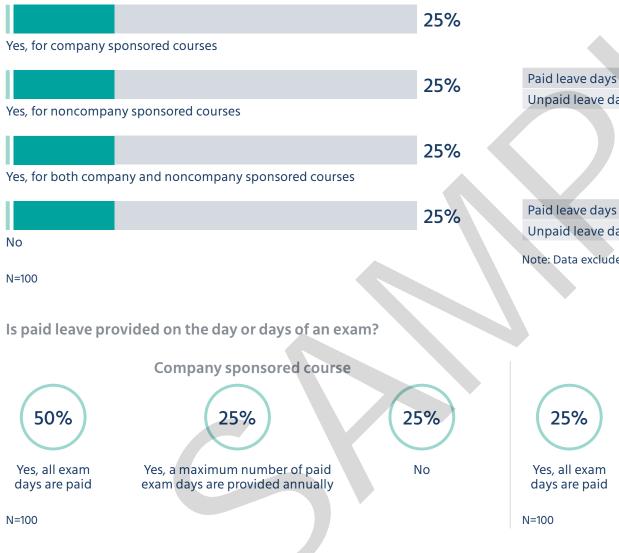


How many days of volunteer leave are provided annually?



Study or exam leave

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



How many study leave days are provided annually?

Company sponsored courses						
	Average number of days	N=				
Paid leave days	3	100				
Unpaid leave days	3	100				
Noncompany sponsored courses						
	Average number of days	N=				
Paid leave days	3	100				
Unpaid leave days	3	100				

Note: Data exclude zero values.

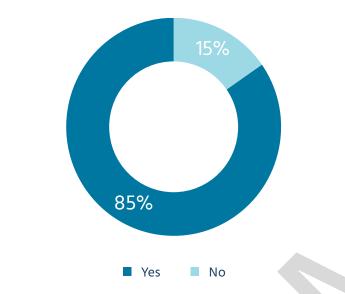
Noncompany sponsored courses 25% 50% Yes, a maximum number of paid No

exam days are provided annually

N=100

Sabbaticals

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



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

10 months

N=100

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

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

50 service months N=100 Note: Number of months is an average; data exclude zero values. Do companies guarantee the same job position upon return of the employee from a career break or sabbatical?



N=100

Statutory requirements

Vacation leave

Summary of leave requirements

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

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.

Public holiday	2020	2021	2022
New Year's Day	January 1	January 1	January 1
Constitution Day	February 5	February 5	February 5
Labor Day	May 1	May 1	May 1
Independence Day	September 16	September 16	September 16
Revolution Day	November 20	November 20	November 20
Christmas Day	December 25	December 25	December 25

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.

Working days

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.

Common conversions

Workdays	Calendar days	Weeks	Months
5	7	1	0.2
10	14	2	0.5
15	21	3	0.7
20	28	4	0.9
25	35	5	1.2
30	42	6	1.4
40	56	8	1.8
50	70	10	2.3
60	84	12	2.8
65	91	13	3.0
70	98	14	3.2
75	105	15	3.5
85	119	17	3.9
90	126	18	4.2
95	133	19	4.4
100	140	20	4.6
130	182	26	6.0
260	364	52	12.0
390	546	78	18.0
520	728	104	24.0
780	1092	156	36.0

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