



Schedule Optimizing Software

VACATION SCHEDULING

“Since going live we have seen a savings of approximately 2 hours per supervisor per day. They can spend their time on more value added tasks. Tugboat’s system has allowed us to put the management of vacations back in the employees hands. The instant grant feature excited the associates. They know immediately if they get the requested day. No more putting plans on hold waiting for approval.”

Robin Ball, Application Analyst, Moen New Bern NC

Now available with Internet Self-Service

- Speeds and simplifies the entire process for both management and employees
- Eliminates errors
- Reduces workload for HR & front-line managers
- Consistently enforces your policies and rules
- Prevents under-staffing
- Improves planning
- Eliminates paper work
- Eliminates the need for vacation trading
- Improves employee satisfaction

Tugboat Software's Vacation Scheduling solution significantly reduces the workload of your HR department. It automates the complex and time-consuming functions of managing, awarding and tracking employee vacations. It is ideal for a large workforce in any industry.

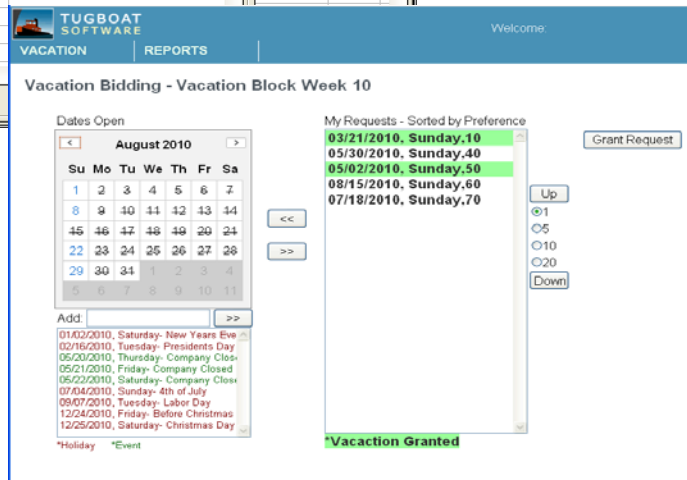
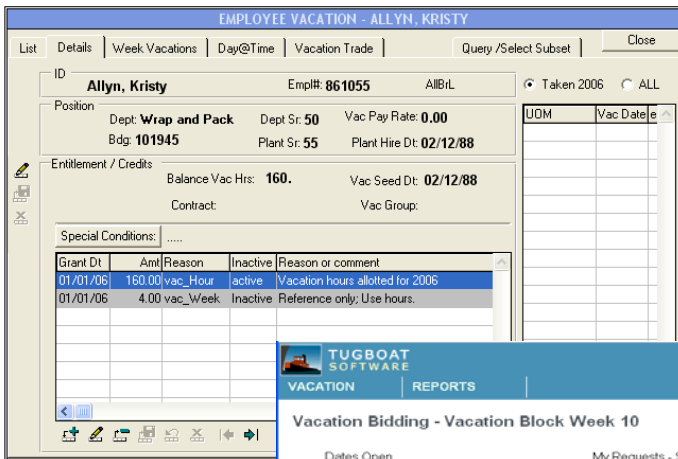
Vacation Scheduling easily captures and manages employee requests for vacations through an employee self-service portal or over the Internet. Based on your eligibility and seniority policies, it automatically calculates vacation entitlements and then automatically awards vacations either by round or **instant grant**.

Vacations can be awarded by

- Annual rounds
- Multiple rounds
- Direct assignment
- Instant grant for first-come-first-served

The comprehensive features of this solution easily accommodate a range of vacation scheduling requirements.

- Supports 8, 10, or 12 hour shifts, and combinations
- Enables vacation periods in blocks of hours, days, blocks of days, and/or weeks
- Manages quotas for total allowed off by job, shift, crew, department, overall, groups and more
- Manages vacation entitlement by seniority, either plant or Dept.
- Maintains balance for vacations taken and allowed
- Requests processed in blocks of employees by seniority
- Requests processed first-come-first-served with Instant Grant
- Manages multiple deadlines for requesting and granting vacations
- Manages current and upcoming years
- Enables carry-over from previous years.
- Self-service enables employees to check available weeks and days, submit multiple requests, cancel requests and get reports
- Includes comprehensive reports



Tugboat Software is a recognized leader in automating labor scheduling solutions for organizations with multi-shift operations. Our solutions are designed to satisfy your business requirements while also meeting the needs of the affected employees. Our goal is to optimize the utilization of your human capital while minimizing complexity.

Tugboat's solution is delivered Software-as-a-Service so you don't have to worry about system requirements and IT support. Tugboat's proven team of industry specialist and professional service resources provide support from implementation, customization when needed and through best-practice consulting during operation.

Next Steps: Find out how Tugboat can reduce your costs of managing and administering vacation scheduling. For more information, contact Tugboat Software or visit www.tugboatsoftware.com.

