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# Genesys Engage cloud Workforce Management 8.5.1 Guide

Time-Off Rules

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# Time-Off Rules

## Important

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Time-off rules control how the agent's time-off hours are accrued/awarded and define the options for time-off requests. For example, you might set different accrual rates for paid time off depending on how long an agent has been employed.

Use the Time-Off Rules panes to:

- **Create** and **edit** time-off rules includes setting **Properties** and **Rules for Requests**
- **Delete** time-off rules
- **Copy** time-off rules
- **Associate** agents and time-off types with a time-off rule

You can configure:

- Multiple time-off rules for each time-off type
- A single time-off rule for multiple time-off types
- A single time-off rule for one time-off type

## How Time-Off Rules Work

The following points explain how time-off rules work:

- Time off can be either accrued or awarded.
- If you change a time-off rule, the agent's carry-over time-off hours for that time-off type are calculated immediately, and the new rule applies from the time of the change. Time-off rules can change during configuration of the site, the agent, or the time-off rule.
- If agents with time-off rules for one or more time-off types are transferred to a different site during synchronization, the time-off rules associated with the agents remain, but they are no longer active. To enable agents to continue to accumulate time off, you must manually assign agents time-off rules for the new site. When WFM calculates carry-over for these agent, it calculates the time off at the old rate until the Stop Date and at the new rate from the Stop Date until the Carry-Over date.

### Tip

Time-off carry-over occurs automatically.

- If an agent becomes unassigned (is no longer associated with a site) he or she keeps the assigned time-off rules. However, WFM sets the date, on which the agent was removed from the site as the Stop Date, and time off is accrued, based on the rules from the former site only up to that date. The agent can continue to accrue time off, only if you assign the him/her to a site and assign another time-off rule.