

# OEVC Single Point Lesson



## Vacation Processing – OEVC Care Site



STEP 1:

You can submit applications to request a vacation week, or remove a vacation week, through the OEVC Care site with the QR code to the left, or the link [OEVC CARE - Home \(sharepoint.com\)](#).



Vacation Request Form

STEP 2:

When the link opens, click the tile titled 'Vacation Request Form.'

You will be taken to a new page with details vacations scheduling and the effects it may have on your SUB and EI pay if less than 40 hours are scheduled.



Vacation Request Form

STEP 3:

Depending on if you are looking to request or remove vacation hours, you will select one of the two forms on this page, as seen on the left. To help determine when you would want to have vacation hours inputted, here is some information.

**When vacation hours should be used:**

If you are going out of the country you will want to put in for vacation hours, as you cannot claim EI/SUB if you are out of the country.

**\*\*Vacation hours can be inputted up until the Friday (last day) of the vacation week you are looking to schedule.**

**When to remove vacation:**

If your plans have changed and you would prefer to claim EI and SUB during that pay period, you will want to remove your vacation hours.

**\*\*Vacation hours can be removed up until the Friday before the scheduled vacation week begins.**



Vacation Cancellation Form

STEP 4:

The form will open up asking for you first and last name, global ID. You will be prompted to select a week that you would like your vacation pay to be scheduled. If you would like to schedule multiple weeks, you will need to submit multiple forms.

You will have the option of providing a personal email to receive a confirmation that your claim was received and approved by Employee Relations. This email will not be stored. Should you have questions, concerns or need assistance please email [OEVCPAY@ford.com](mailto:OEVCPAY@ford.com) or call 905-845-2511 ext. 3621.