Real Examples

Business Questions and Generated Responses

Corporate Intelligence System

Message 1 - Business Area: REAL ESTATE - 06/14/2026 11:43 AM

User Request

What information did Southern Commercial Distributors request to evaluate the acquisition of the warehouse located in North Industrial Park?

Internal Response

Southern Commercial Distributors requested the following information to evaluate the acquisition of the warehouse located in North Industrial Park:

1. Building and land square footage.
2. Warehouse clear ceiling height.
3. Floor load capacity.
4. Number of loading and unloading docks.
5. Availability of administrative office space.
6. Parking conditions for employees and visitors.
7. Asking sale price.
8. Estimated maintenance and utility costs.
9. Applicable usage restrictions or regulations.

Additionally, the company indicated that it wanted to complete the evaluation within the next four weeks and coordinate a site visit.

Public Response

To evaluate the purchase of an industrial warehouse, organizations typically request information regarding:

1. Building and land area.
2. Operational property specifications such as clear ceiling height, floor load capacity, and number of loading docks.
3. Supporting facilities, including office space and parking.
4. Financial considerations such as asking price, maintenance, and utility costs.

5. Legal or zoning restrictions.

In this case, those were the exact items requested by Southern Commercial Distributors to evaluate the North Industrial Park property.

Message 2 - Business Area: REAL ESTATE - 06/14/2026 11:46 AM

User Request

What should a real estate agent confirm before a property showing?

Internal Response

Before a property showing, the agent should primarily confirm:

1. Scheduled appointment time.
2. Property access instructions.
3. Available parking options.
4. Who will be attending.
5. Any restrictions established by the property owner.

Additionally, according to the practical checklist, the agent should also:

- Confirm the client's objective and preferred communication method.
- Document important facts, commitments, deadlines, and follow-up responsibilities.
- Confirm in writing any matter that could affect the transaction.

Public Response

Before showing a property, an agent should normally confirm:

- Appointment date and time.
- Property access instructions.
- Available parking.
- Who will attend.
- Any owner or community restrictions.
- Any important logistical details in writing.

It is also considered good practice to confirm the client's objective and the next step following the property visit.

Message 3 - Business Area: PROCUREMENT - 06/14/2026 11:50 AM

User Request

How are vendors evaluated and selected?

Internal Response

Vendor evaluation and selection take place before procurement and review both technical and financial factors to ensure a reliable purchasing decision.

For RFP processes or market surveys, the Procurement Department must prepare a comparative evaluation using the organization's approved formats, including at a minimum:

1. Proposal date.
2. Name of the individual or legal entity.
3. Purpose of the proposal.
4. Technical specifications of the product or service.
5. Unit price and total price.
6. Warranty terms and conditions.
7. Availability and delivery date or implementation timeline.
8. Payment terms.

This process does not apply to direct purchases or after-the-fact procurements.

Comparisons proceed only when quotations satisfy these requirements. If no acceptable quotations are received or they cannot be reasonably compared, Procurement must request additional quotations from different vendors one more time to encourage competitive participation. After two unsuccessful invitation rounds, the organization may evaluate the available proposals and select the best option based on the established procurement thresholds.

Additionally, the evaluation includes:

- **Technical Evaluation:** Performed by a subject matter expert and/or the requesting department, particularly for first-time purchases or when additional validation is required. Factors may include company experience, staff qualifications, availability, vendor expertise, and quality.
- **Legal Evaluation:** Review of all legal and corporate formation documents. The Procurement Department issues a vendor qualification determination.
- **Financial Evaluation:** Required for purchases exceeding 50 SMMLV and/or whenever deemed necessary by the category manager to verify financial stability and performance capability.
- **Bid Security Bond:** Required for procurement requests exceeding 50 SMMLV and/or whenever determined necessary by the category manager.

Public Response

In general, vendor evaluation and selection occur before awarding a contract by comparing multiple proposals while reviewing technical, financial, legal, and, when appropriate, financial qualifications.

The process normally includes:

1. Requesting quotations or proposals.
2. Comparing them using consistent criteria such as scope, specifications, pricing, warranties, delivery schedules, and payment terms.
3. Obtaining technical validation from the requesting department or subject matter experts.
4. Verifying the vendor's legal documentation.
5. Reviewing financial capacity for higher-value or higher-risk procurements.
6. Selecting the proposal that provides the best combination of value, compliance, and risk.

It is also considered good practice to maintain complete documentation supporting both the evaluation and the final selection decision.

Message 4 - Business Area: PROCUREMENT - 06/14/2026 11:52 AM

User Request

What information should be included in a proposal comparison?

Internal Response

A proposal comparison should include, at a minimum:

1. Proposal date.
2. Name of the individual or legal entity.
3. Purpose of the proposal.
4. Technical specifications of the product or service.
5. Unit price and total price.
6. Warranty terms and conditions.
7. Product availability and delivery date, or project completion timeline.
8. Payment terms.

According to the procurement manual, this comparison must be completed using the organization's approved forms whenever an RFP or market survey process is conducted.

It does not apply to direct purchases or after-the-fact procurements.

Public Response

In general, a proposal comparison should include:

1. Proposal date.
2. Vendor identification.
3. Description of the offered product or service.
4. Technical specifications.
5. Unit and total pricing.
6. Warranty information.
7. Delivery or implementation schedule.
8. Payment terms.

It is also considered good practice to verify that all proposals are directly comparable before beginning the evaluation.

Message 5 - Business Area: FINANCE - 06/14/2026 11:54 AM

User Request

What information should be included in an expense report?

Internal Response

According to the Travel and Expense Policy, an expense report must include, at a minimum:

1. The individual's name.
2. For travel reimbursement: the travel date, origin, destination, and purpose of the trip, including a description of each related business activity.
3. The name and affiliation of every individual for whom expenses are being claimed.
4. An itemized list of all expenses submitted for reimbursement.
5. Required supporting documentation or receipts.

Additionally, for expenses exceeding **$75**, written receipts from each vendor must be provided, including:

- Vendor name.
- Description of the service.
- Date.
- Total expense amount.
- Tips, when applicable.

The policy also requires that the expense report be submitted in writing, at least monthly, or within two weeks following completion of the trip.

Public Response

In general, an expense report should include:

- Name of the individual requesting reimbursement.
- Date of the expense or trip.
- Purpose or description of the expense.
- Origin and destination, when applicable.
- Purpose of the trip or activity.

- Itemized list of each expense.
- Individuals benefiting from or associated with the expense, when applicable.
- Amount of each expense and total reimbursement requested.
- Supporting documentation such as invoices, receipts, or proof of payment.

If the report relates to travel, it is also advisable to include the activities performed and the travel period.

Message 6 - Business Area: FINANCE - 06/14/2026 11:56 AM

User Request

Which travel expenses are not reimbursable?

Internal Response

During business travel, expenses considered excessive, luxurious, or personal are not reimbursable. According to the policy, examples include:

1. First-class airfare or seat upgrades.
2. Limousine transportation.
3. Movie, alcohol, or bar expenses.
4. Memberships in country clubs, private clubs, athletic clubs, golf clubs, tennis clubs, or similar organizations.
5. Recreational ministry activities.
6. Participation in or attendance at golf tournaments, tennis tournaments, NASCAR races, or other sporting events without prior approval.
7. Purchase of golf clubs or other sporting equipment.
8. Spa or fitness expenses.
9. Clothing purchases.
10. Business conferences or entertainment not approved by the Chief Executive Officer (CEO).
11. Valet parking.
12. Car wash services.

13. Toiletries.
14. Expenses incurred by spouses, friends, or relatives.
15. Additional costs resulting from personal travel preferences, such as extra hotel nights, additional stops, meals, or transportation.
16. Transportation between alternate lodging and the meeting location when company-arranged lodging was already provided.
17. Parking tickets and other fines.

Additionally, only Economy Class airfare is permitted. Upgrades are allowed only if they generate no additional cost to the company.

Public Response

In general, business travel policies do not reimburse personal, luxury, recreational, or unauthorized expenses. Common examples include:

- First-class upgrades.
- Alcohol and personal entertainment.
- Spa services, gym memberships, or clothing.
- Expenses for accompanying family members or friends.
- Parking fines, valet parking, and car washes.
- Additional travel costs resulting from personal preferences.

Expenses that were not pre-approved or that exceed the organization's travel policy are also typically excluded.

Message 7 - Business Area: FINANCE - 06/14/2026 11:59 AM

User Request

When should an accounts receivable be recognized?

Internal Response

An accounts receivable should be recognized when the organization acquires a legal right arising from its operations and expects to receive a future fixed or determinable financial benefit through cash, cash equivalents, or another financial instrument.

According to the policy, recognition occurs when all of the following conditions are met:

1. The organization has control over the asset associated with the transaction.
2. It is probable that future economic benefits will be received.
3. The value of the asset can be measured reliably.

Additionally, the Agency recognizes accounts receivable using the accrual basis of accounting. When collection rights arise from administrative acts, recognition occurs only after those acts become final and are no longer subject to appeal. Otherwise, such rights are recognized as contingent assets.

Special case: An accounts receivable is also recognized for amounts recoverable from health care providers and workers' compensation administrators for short-term employee benefits paid by the organization, in accordance with applicable labor regulations.

Regarding late-payment interest, it is recognized only when collection is reasonably certain and after the appropriate department has calculated the amount due.

Public Response

In general, an accounts receivable is recognized when the organization has an enforceable right to collect payment and it is reasonably expected that the related economic benefits will be received.

Typically, this requires that:

1. The organization controls the right.
2. Receipt of the economic benefit is probable.
3. The amount can be measured reliably.

Under the accrual basis of accounting, recognition normally occurs when the right to collect arises, not when cash is received. If the right has not yet become legally enforceable or remains subject to unresolved conditions, it may instead be treated as a contingent asset, depending on the applicable accounting policy.

Message 8 - Business Area: FINANCE - 06/14/2026 12:01 PM

User Request

How should an accounts payable be recorded?

Internal Response

An accounts payable should be recorded as an obligation owed to a third party arising from the organization's operations, from which a future fixed or determinable outflow of cash, cash equivalents, or another financial instrument is expected after the goods or services have been satisfactorily received.

According to the policy:

1. It is recognized after satisfactory receipt of the goods or services.
2. It is classified within the cost category.
3. It is initially measured at the transaction amount.
4. It is subsequently carried at the transaction amount.

Examples of accounts payable include obligations for the purchase of goods and services, amounts owed to third parties, payroll deductions, withholding taxes, taxes and assessments, judicial liabilities, and other payable obligations.

Additionally, an accounts payable is derecognized, either fully or partially, when the obligation is paid, expires, is transferred to another party, or is forgiven by the creditor. Any difference between the carrying amount and the consideration paid is recognized as income or expense for the period.

Special case for contractual guarantees under concession agreements: when a minimum revenue guarantee becomes payable, the Agency recognizes the liability by crediting Subaccount 249019 – Contractual Guarantees – Concessions and debiting Subaccount 589036 – Contractual Guarantees – Concessions.

Public Response

In general, an accounts payable should be recorded once the organization has a definite obligation to a third party, typically after receiving the goods or services while payment remains outstanding.

This generally means:

1. A present obligation exists.
2. A future outflow of resources is expected.
3. The amount can be identified or reasonably determined.
4. The liability is recognized at the transaction amount.

After recognition, the accounts payable is generally carried at the same amount unless a different accounting treatment is required under the applicable accounting policy.

The liability is removed from the books when it is settled, legally expires, is transferred, or is forgiven by the creditor.

Message 9 - Business Area: FINANCE - 06/14/2026 12:03 PM

User Request

For fiscal year 2014 and the Software business unit, show Sales, Cost of Sales, and Gross Profit from January through December.

Internal Response

For fiscal year 2014 and the Software business unit, the monthly values are:

Account	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Sales	$73,003,216	$67,583,964	$96,747,422	$54,707,115	$53,295,086	$73,831,265	$60,633,129	$67,453,237	$98,780,894	$52,687,090	$71,258,255	$83,507,400
Cost of Sales	($35,434,154)	($33,276,599)	($46,411,721)	($25,228,351)	($24,803,966)	($34,794,166)	($25,081,587)	($32,657,990)	($47,301,412)	($23,190,677)	($33,853,415)	($41,071,028)
Gross Profit	$37,569,062	$34,307,365	$50,335,701	$29,478,764	$28,491,120	$39,037,099	$35,551,542	$34,795,247	$51,479,482	$29,496,413	$37,404,840	$42,436,372

Public Response

Below is a general format for presenting Sales, Cost of Sales, and Gross Profit by month from January through December for fiscal year 2014 in the Software business unit:

- Sales: Monthly revenue.
- Cost of Sales: Direct costs associated with those sales.

- Gross Profit: Sales minus Cost of Sales.

If the accounting convention displays Cost of Sales as a negative amount enclosed in parentheses, Gross Profit is calculated by adding Sales plus Cost of Sales.

Message 10 - Business Area: FINANCE - 06/14/2026 12:06 PM

User Request

What are the three highest expense categories for the Software business unit during 2014?

Internal Response

Based on the recent conversation context for the 2014 Software business unit, the three highest expense categories are:

1. Cost of Sales.
2. Payroll Expense.
3. Software and Hardware Expense.

I cannot confirm the exact annual totals from the currently selected data chunks because they primarily contain information for 2012, 2015, 2018, 2020, and 2021 rather than the detailed 2014 expense categories.

If desired, I can provide the exact annual totals once the 2014 expense category data is available.

This response may not fully satisfy your request. Please consider rephrasing your question or using related keywords.

Public Response

Within a financial structure such as the one shown for the Software business unit, the expense categories that are typically the largest are:

1. Cost of Sales.
2. Payroll Expense.
3. Software and Hardware Expense.

However, to state this definitively for fiscal year 2014, the internal 2014 financial detail is required because the exact ranking depends on the monthly or annual totals available in that year's data.

Message 11 - Business Area: INVENTORY - 06/14/2026 12:07 PM

User Request

List all products where **Quantity Available** is less than the **Reorder Point**. Display Product, Quantity Available, Reorder Point, Reorder Quantity, and Supplier Name.

Internal Response

The following products have a Quantity Available below their Reorder Point:

1. LED Blue SMD | Quantity Available: 1,250 | Reorder Point: 2,958 | Reorder Quantity: 4,733 | Supplier: Arrow Components
2. Label Roll Thermal | Quantity Available: 20 | Reorder Point: 30 | Reorder Quantity: 103 | Supplier: Avnet Supplies
3. Bubble Wrap Roll | Quantity Available: 28 | Reorder Point: 53 | Reorder Quantity: 118 | Supplier: 3M Industrial
4. Battery Holder CR2032 | Quantity Available: 282 | Reorder Point: 285 | Reorder Quantity: 428 | Supplier: Arrow Components
5. Resettable Fuse 500mA | Quantity Available: 88 | Reorder Point: 259 | Reorder Quantity: 2,406 | Supplier: Arrow Components
6. Temperature Sensor IC | Quantity Available: 331 | Reorder Point: 475 | Reorder Quantity: 1,100 | Supplier: Future Electronics
7. WiFi Module ESP32 | Quantity Available: 13 | Reorder Point: 95 | Reorder Quantity: 419 | Supplier: PCBWay Fabrication
8. Enclosure ABS Medium | Quantity Available: 49 | Reorder Point: 130 | Reorder Quantity: 138 | Supplier: Loctite Materials
9. Heat Shrink Tubing 3mm | Quantity Available: 56 | Reorder Point: 291 | Reorder Quantity: 2,305 | Supplier: Newark Electronics
10. Conformal Coating | Quantity Available: 28 | Reorder Point: 57 | Reorder Quantity: 106 | Supplier: JLCPCB Assembly

Public Response

To identify products that need replenishment, filter all items where:

Quantity Available < Reorder Point

Based on the available data, the following products meet that condition:

- LED Blue SMD
- Label Roll Thermal
- Bubble Wrap Roll
- Battery Holder CR2032
- Resettable Fuse 500mA
- Temperature Sensor IC
- WiFi Module ESP32
- Enclosure ABS Medium
- Heat Shrink Tubing 3mm
- Conformal Coating

If desired, I can also present the results in table format.

Message 12 - Business Area: INVENTORY - 06/14/2026 12:13 PM

User Request

What is the total replenishment cost for all products that require purchasing?

Internal Response

Based on the currently selected data chunks, the visible total replenishment cost is **$15,752.48**.

Calculated details for the products shown where **Quantity Available < Reorder Point**:

1. Heat Shrink Tubing 3mm: 2,305 × $5.53 = **$12,746.65**
2. Conformal Coating: 106 × $23.02 = **$2,440.12**
3. Hookup Wire Red 22AWG: 43 × $7.10 = **$305.30**
4. Hookup Wire Black 22AWG: 110 × $29.41 = **$3,235.10**

However, the last two products do **not** require replenishment because their available quantities exceed their reorder points (50 > 42 and 93 > 51).

Therefore, the correct replenishment cost for the products that actually require purchasing and are visible in the selected data is:

$12,746.65 + $2,440.12 = $15,186.77

Important: This total is only **partial** for the overall conversation because the previous response identified ten products requiring replenishment, but only two of those products have visible unit prices in the currently selected data. I cannot confirm the complete replenishment cost until the remaining product pricing information is available.

This response may not completely satisfy your request. Please consider rephrasing your question or using related keywords.

Public Response

Based on the available information, the total calculable replenishment cost is **$15,186.77**, representing only the products currently visible that are below their reorder point.

The calculation is:

- Heat Shrink Tubing 3mm: **2,305 × $5.53 = $12,746.65**
- Conformal Coating: **106 × $23.02 = $2,440.12**

Total: $15,186.77

If you need the total replenishment cost for **all** products requiring purchase, additional pricing information is needed for the remaining products that are not visible in the current data.

Message 13 - Business Area: PAYROLL - 06/14/2026 12:14 PM

User Request

What is the average salary by Department for the year 2025?

Internal Response

Based on the visible 2025 records in the selected data chunks, the average gross salary by department is:

1. Sales: **$103,482.46**
2. Accounting: **$99,997.55**
3. Human Resources: **$105,482.58**

4. Information Technology: **$100,623.58**

Important: This calculation is partial and is based only on the employees visible in the currently selected data, not necessarily all employees for the entire 2025 fiscal year.

This response may not completely satisfy your request. Please consider rephrasing your question or using related keywords.

Public Response

To calculate the average salary by department for 2025, employees are grouped by **Department**, filtered by **Year = 2025**, and the **Gross Salary** field is averaged.

Based on the available information, the averages are:

- Sales: **$103,482.46**
- Accounting: **$99,997.55**
- Human Resources: **$105,482.58**
- Information Technology: **$100,623.58**

If desired, I can also return the information in table format.

Conversation Costs – Demonstration 1

Conversation ID: 1

Line	Input Tokens	Output Tokens	Total Tokens	Input Cost	Output Cost
Message 1	23,704	751	24,455	$0.059260	$0.011265
Message 2	24,953	700	25,653	$0.062383	$0.010500
Message 3	23,325	935	24,260	$0.058313	$0.014025
Message 4	24,033	667	24,700	$0.060083	$0.010005
Message 5	25,238	721	25,959	$0.063095	$0.010815
Message 6	26,716	832	27,548	$0.066790	$0.012480
Message 7	32,907	739	33,646	$0.082268	$0.011085

Line	Input Tokens	Output Tokens	Total Tokens	Input Cost	Output Cost
Message 8	30,509	861	31,370	$0.076273	$0.012915
Message 9	45,770	906	46,676	$0.114425	$0.013590
Message 10	47,139	768	47,907	$0.117848	$0.011520
Message 11	41,340	949	42,289	$0.103350	$0.014235
Message 12	35,107	888	35,995	$0.087768	$0.013320
Message 13	42,187	646	42,833	$0.105468	$0.009690
Summary	**22,419**	**1,913**	**24,332**	**$0.056048**	**$0.028695**

| Total (13 Messages) | **445,347** | **12,276** | **457,623** | **$1.113372** | **$0.184140** |

Message 14 - Business Area: IT OPERATIONS - 06/14/2026 12:18 PM

User Request

What equipment is included in the company's proposed network implementation?

Internal Response

The proposed network implementation includes the following major equipment and components:

1. One Enterprise Security Firewall.
2. One 24-Port Managed Gigabit Switch.
3. Two High-Speed Wi-Fi Access Points.
4. Five Business Desktop Computers equipped with Intel Core i5 processors, 16 GB RAM, 512 GB SSDs, and 24-inch LED monitors.
5. Category 6 Structured Cabling for all workstations and network devices.
6. One UPS (Uninterruptible Power Supply) system for electrical protection.

According to the cost summary, the proposal also includes:

- Enterprise Firewall: **USD $850**

- Managed Switch: **USD $450**
- Wi-Fi Access Points: **USD $600**
- Desktop Computers (5): **USD $5,500**
- Structured Cabling: **USD $1,200**
- UPS and Electrical Protection: **USD $400**

Public Response

The proposal includes:

- 1 Enterprise Firewall
- 1 Managed 24-Port Switch
- 2 Wi-Fi Access Points
- 5 Business Desktop Computers
- Category 6 Structured Cabling
- 1 UPS (Uninterruptible Power Supply)

Additionally, the proposed desktop computers are equipped with Intel Core i5 processors, 16 GB of RAM, 512 GB SSD storage, and 24-inch LED monitors

Message 15 - Business Area: IT OPERATIONS - 06/14/2026 12:20 PM

User Request

According to the network implementation proposal, what is the total project cost?

Internal Response

According to the network implementation proposal, the **Total Project Cost is USD $10,500.**

Public Response

Based on the proposal provided, the **total project cost is USD $10,500.**

Message 16 - Business Area: IT OPERATIONS - 06/14/2026 12:22 PM

User Request

Can I install software on my work computer?

Internal Response

Based on the available internal documentation, I cannot confirm a general authorization allowing employees to freely install software on their work computers.

However, the policy does state that:

1. The computer and all electronic media are company property.
2. Their purpose is to support and facilitate company business.
3. Computer use is a privilege that carries responsibility.
4. Systems must be used professionally, ethically, and lawfully.
5. Employees may not use computers in ways that violate software licenses, support personal business activities, serve illegal purposes, or conflict with company policies or financial interests.

Additionally, the operational documentation contains procedures for installing and configuring Composer; however, those instructions describe a specific technical task performed on servers or development projects and do not constitute general authorization for employees to install software on their workstations.

Practical recommendation: Assume that you should not install software on your own unless it has been approved by the company or is part of an authorized IT procedure.

This response may not completely satisfy your request. Please consider rephrasing your question or using related keywords.

Public Response

In general, you should **not install software on your work computer** unless it has been approved by your company or IT department.

The reason is that company computers are typically subject to policies governing:

- Security
- Software licensing
- Regulatory compliance
- Information protection

If you need a particular application, the safest approach is to request approval from your IT department or supervisor before installing it.

Message 17 - Business Area: IT OPERATIONS - 06/14/2026 12:23 PM

User Request

What should I do if I receive a suspicious email?

Internal Response

According to the company's internal policy, if you receive a suspicious email you should:

1. Do not open links or attachments from unknown or suspicious senders.
2. Immediately report any phishing attempt or email fraud to the IT Department.
3. If you believe your credentials may have been compromised, notify IT immediately.
4. Do not reply to the message or attempt to investigate it by accessing accounts, systems, or security controls on your own.
5. Use corporate email only for business purposes and exercise additional caution whenever confidential information is involved.

Practical summary: Do not open it, do not interact with it, and report it immediately to IT.

Public Response

If you receive a suspicious email:

1. Do not click on any links.
2. Do not open attachments.
3. Do not reply to the message.
4. Verify whether the sender appears unfamiliar or suspicious.
5. Report the message immediately to your IT or Information Security department.
6. If you believe you entered your password, change it immediately and notify IT.

The safest rule is simple: **Do not interact with the email—report it immediately.**

Message 18 - Business Area: HUMAN RESOURCES - 06/14/2026 12:25 PM

User Request

Which employees are eligible for paid annual vacation?

Internal Response

Regular full-time employees are eligible for paid annual vacation; however, vacation benefits are not available during the first six months of employment.

According to the policy:

1. **0 to 6 months:** No vacation entitlement.
2. **6 months and 1 day to 1 year:** Accrue **5 working days** per year.
3. **1 year and 1 day to 5 years:** Accrue **10 working days** per year.
4. **More than 5 years:** Accrue **15 working days** per year.

Important:

- After completing one year of employment, a regular full-time employee will have accrued **10 vacation days**.
- Five of those days become available after completing six months of employment.
- Temporary employees do **not** accrue paid vacation regardless of length of service.
- Vacation scheduling and approval are at the discretion of the employee's supervisor.

Public Response

In general, **regular full-time employees** are eligible for paid annual vacation once they satisfy the required length of service.

Summary:

- First 6 months: No vacation.
- From 6 months and 1 day through 1 year: **5 working days** per year.
- From 1 year and 1 day through 5 years: **10 working days** per year.
- After 5 years: **15 working days** per year.

Temporary employees are not eligible for paid vacation under the policy presented, and all vacation must be scheduled and approved by the employee's supervisor.

Message 19 - Business Area: HUMAN RESOURCES - 06/14/2026 12:26 PM

User Request

How many calendar days in advance must I submit a written vacation request?

Internal Response

Based on the available internal documentation, the policy does **not** specify a required number of calendar days for submitting a written vacation request.

The policy does state that:

1. The company will attempt to accommodate all requested leave whenever possible.
2. Vacation time must be scheduled and approved by the employee's supervisor.
3. For planned absences, employees must notify their supervisor before the beginning of the workday.

In summary, the visible policy does not establish a specific advance notice period for written vacation requests; it simply requires that vacation be scheduled and approved by the supervisor.

This response may not completely satisfy your request. Please consider rephrasing your question or using related keywords.

Public Response

I cannot state a specific number of calendar days because the policy shown does not explicitly define one.

In general, vacation requests should be submitted **with reasonable advance notice** and are subject to approval by the employee's supervisor or the Human Resources department.

If you require a strictly policy-based answer, **the available documentation does not specify an exact advance notice period for written vacation requests.**