

➤ **Vacation Accrual Balance**

As was communicated on October 13, 2016, Policy 4.52REV, Administrative Leaves, provides for the accumulation of vacation leave to a maximum of two (2) times the accrued days of vacation earned in one year. This is the balance that is permitted to be carried over. In the past, due to system limitations, vacation continued to accrue beyond this maximum balance.

Please be aware that beginning with the first pay in FY18 (July 7, 2017), in accordance with the above policy, vacation leave will not continue to accrue beyond the approved maximum balance, nor will leave balances above the maximum be converted into the new Oracle system.

If you have vacation leave that has accumulated above your approved maximum balance as of July 7, 2017, this leave will no longer be available for use. You may work with your supervisor between now and June 30 to reduce this balance as business operations permit.

➤ **Winter Break**

Beginning in 2017, the University will be closed each year from December 26 to December 31. This calendar change will increase paid holidays by 3 or 4 days each year. To adjust for this, vacation accrual rates will be reduced by 3 days (24 hours) per year.

For your reference, the accrual rate structure that will end with the June 23, 2017 pay and the structure that goes into effect with the July 7, 2017 pay are shown below:

Current Accrual Structure – effective through June 23, 2017 pay

Years of Service	# Days	Hours of Vacation	Accrual Rate	Maximum Balance
Years 0-2	20	160	6.15	320.00
Years 3-5	21	168	6.46	336.00
Years 6-8	22	176	6.77	352.00
Years 9-11	23	184	7.08	368.00
Years 12-14	24	192	7.38	384.00
Year 15+	25	200	7.69	400.00

New Accrual Structure – begins with July 7, 2017 pay

Years of Service	# Days	Hours of Vacation	Accrual Rate	Maximum Balance
Years 0-2	17	136	5.23	272.00
Years 3-5	18	144	5.54	288.00
Years 6-8	19	152	5.85	304.00
Years 9-11	20	160	6.15	320.00
Years 12-14	21	168	6.46	336.00
Year 15+	22	176	6.77	352.00

If you have questions regarding this communication, please do not hesitate to contact Human Resources. If you have specific questions regarding your leave balances, please contact Payroll.