MEMORANDUM

TO: All Employees
FROM: Payroll Office
DATE: October 11, 2014

RE: Change in Accrual Year/Discharge of Annual Leave – 2014 for Classified and Non classified employees

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VACATION TIME

CLASSIFIED Employees will be permitted to discharge current 2014 vacation accruals through the pay period ending December 27, 2014. Employees with the potential to lose time will be notified how much vacation time will be lost if not discharged by December 27, 2014 via a notice through campus mail by October 25, 2014. The new accrual year will begin on December 28, 2014. Upfront vacation days will be credited to employees for use on January 1, 2015.

Vacation hours in excess of allowable carry over balances will be lost if not used by December 27, 2014.

NON-CLASSIFIED employees will accrue and discharge vacation through December 31, 2014. Vacation balances can be carried over according to the following schedule depending on the number of years employed at the University.

Full time Non Union, PSA or PTAA members	**Calendar Year AAUP members**
Less than 3 years…….210.0	
3-20 years……308.0	Less than 20 years……352.0
Over 20 years……..378.0	Over 20 years……432.0

THIS IS BASED ON FULL TIME EMPLOYMENT, CARRY OVER PRORATED FOR PART TIME EMPLOYEES

NO PRE-NOTIFICATION OF EXCESS VACATION TIME WILL GO OUT FOR NON-CLASSIFIED EMPLOYEES.

Vacation hours in excess of allowable carry over balances will be lost if not used by the end of the accrual year.

This does NOT pertain to Non-classified, Academic year employees receiving their accruals on an academic rather than a calendar year basis.

COMPENSATORY TIME

Classified employees may accrue and discharge Compensatory time through pay period #14 (ending January 10, 2015). All Compensatory balances will be removed from the following online timecard, pay period #15 (ending January 24, 2015). Any overtime hours worked during pay period #15 will begin the year 2015 Comp accruals. The 2014 comp balance retros will be posted pay period #17 (ending February 21, 2015) and paid on February 27, 2015. Any Comp balance of 1.0 hour or less will not be paid out, but will be rolled over into the 2015 Comp balances.

PERSONAL LEAVE

Personal leave balances cannot be carried over from one calendar year to the next for any employee. Any 2014 Personal leave balances not discharged as of December 31, 2014 will be removed from biweekly attendance reports at the end of the year and the 2015 allotment will be added. New Year Personal leave allotments cannot be used prior to January 1, 2015.

This does NOT pertain to Non-classified, Academic year employees receiving their accruals on an academic rather than a calendar year basis.

BIWEEKLY PAYROLL CORRECTION

The Payroll Office will DENY any online corrections requesting changes to the 2014 attendance reports for the purpose of restoring lost Vacation or Personal leave. It is each employee's responsibility to monitor leave balances at the end of the calendar year. Supervisors should also be aware of their employee's leave balances and take appropriate steps to prevent posting errors to the online time cards. Questions concerning the discharge of vacation, compensatory, and personal leave should be directed to the Payroll Office, X4-5203.