

MEMORANDUM

TO: All Employees
FROM: Payroll Office
DATE: October 2, 2009
RE: **Change in Accrual Year/Discharge of Annual Leave – 2009 For Classified and Nonclassified Employees**

VACATION TIME

Classified employees will be permitted to discharge current 2009 vacation accruals through the pay period ending December 19, 2009. Employees with the potential to lose time will be notified how much vacation time will be lost if not discharged by December 19, 2009 via a note on their timecard pay period 10, (November 7, 2009). The new accrual year will begin on December 20, 2009. Year-end accrual reports will be issued as soon after, December 20, 2009 as possible. Upfront days will be credited to employees for use on January 1, 2010.

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

Non-Classified employees will accrue and discharge vacation through December 31, 2009. Vacation balances can be carried over according to the following schedule depending on the number of years employed at the University

<u>Full time PSA or PTAA members</u>	<u>Full time Non Union or AAUP members</u>
Less than 3 years.....210.0	Less than 20 years..... 308.0
3-20 years..... 308.0	Over 20 years.....378.0
Over 20 years..... 378.0	

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 2, 2010). All Compensatory balances will be removed from the following timecard, pay period 15 (ending January 16, 2010). Any overtime hours worked during pay period 15 will begin the year 2010 Comp accruals. The 2009 Comp balance retros will be posted pay period 17 (ending February 13, 2010) and paid on February 19, 2010. Any Comp balance of 1.0 hour or less will not be paid out, but will be rolled over into the 2010 Comp balances.

PERSONAL LEAVE

Personal leave balances cannot be carried over from one calendar year to the next for any employee. Any 2009 Personal leave balances not discharged as of December 31, 2009 will be removed from biweekly attendance reports at the end of the year and 2010 allotments will be added. New Year Personal leave allotments cannot be used prior to January 1, 2010.

PAYROLL CORRECTION FORMS

The Payroll Office will not accept biweekly payroll correction forms requesting changes to 2009 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 employees' leave balances and take appropriate steps to prevent posting errors on attendance reports. Questions concerning the discharge of vacation, compensatory, and personal leave should be directed to the Payroll Office, x4-5203.