



## SCHOOL OF EDUCATION

### UNIVERSITY STAFF VACATION USAGE AND CARRYOVER

Vacation not used by the end of the calendar year may be carried over, up to 40 hours (prorated at the percentage of appointment), without supervisor approval. Carried-over vacation can be used through December 31 of the following year, at which time it will be lost.

For those employees who wish to carry more than the allowable time, a written plan to use the time must be turned in, with a supervisor signature, to the Business Office prior to the end of the December B payroll period. Emailed plans and approvals will be accepted.

Departments who decide to approve additional carryover time should give consideration to all employees who request additional carryover.

#### Floating and Personal Holidays

There are no provisions that allow University Staff to carryover floating and personal holiday time into the following year, and it is encouraged that employees take this into consideration when planning leave usage.