

Reminder About Vacation Carry Forward

To::
Benefits-Eligible Employees
Names and titles:

Division of Human Resources

Date::
October 21, 2014

As we approach the end of the calendar year, we would like to remind you that University policy allows employees to carry forward (into the next calendar year) a maximum of one and one-half times the number of vacation hours earned during the year. Vacation hours in excess of this amount are forfeited.

To assist you in determining if or how you might be affected, please note the following:

- Vacation hours for the 2014 calendar year will continue to accrue through the pay period that ends on December 21, 2014.
- You must use excess vacation hours by January 4, 2015, or you will forfeit them.
- Vacation hours accrued during the pay period that ends on January 4, 2015, will be applied to your 2015 vacation balance after any forfeiture has occurred.

To view your current vacation leave balance, please log in to your timesheet in **UAccess Employee** [1]. At the bottom of the screen, select "Balances - Select to View."

A **short guide** [2] is available for assistance in determining how many vacation hours you may carry forward. You may also contact Benefits in the Division of Human Resources at benefits@email.arizona.edu [3] or 520-621-3662, option 3.

For additional policy information on vacation leave accruals, please consult the following resources:

Arizona Board of Regents Policy 6-803, Vacation Leave [4]
Classified Staff Human Resources Policy 200.0, Vacation [5]
University Handbook for Appointed Personnel policy 8.01.01 Annual Leave [6]

Source URL: <https://uaatwork.arizona.edu/uannounce/remind-er-about-vacation-carry-forward>

Links

[1] <http://uaccess.arizona.edu/> [2] http://www.hr.arizona.edu/files/VacCarryFor_Resource.pdf [3] <mailto:benefits@email.arizona.edu> [4] <http://www.azregents.edu/policymanual/default.aspx> [5] <http://www.hr.arizona.edu/policy/classified-staff/200.0> [6] <http://hr.arizona.edu/policy/appointed-personnel/8.01.01>