

Maximum Vacation Accrual Policy and Procedures

Please be advised that vacation accruals over the maximum of 300 hours (CSEA-ASU) and 320 hours (CSEA-OSU, PEF, and PBA) will be lost if not used prior to April 1, 2016. Part-time employee maximums are prorated based on percentage of time worked. If you are part-time and unsure of your maximum, please contact the Payroll Office at extension 2405.

Employees who accrue compensatory time should review balances to determine if time earned before April 1, 2015 has been used. This time must be used prior to March 31, 2016 or it is forfeited.

Your unused vacation leave can be donated to employees who are out of work and have exhausted their accruals during a Leave Donation appeal. Before losing your vacation time, please check with Payroll, ext. 2405, to see whether an appeal is outstanding.

Take a moment to review your timesheet and please plan accordingly.