Sent to all University Staff and all Chairs/Supervisors

Colleagues,

President Thompson approved yesterday the updated Interim Policy on Vacation, Compensatory Time, and Personal Holiday Carryover to include University Staff in the policy provision to carryover vacation balances from calendar year 2019.

To assist with the understanding of the policy changes, please note that all University Staff employees maintain two separate leave banks for vacation; one for the current calendar year vacation and the second for carryover vacation - meaning time that had not been used in one calendar year can carry over to the next but must be used by 12/31.

In this updated policy, University Staff will be able to carry over their eligible, remaining balance of carryover vacation in 2020 into the calendar year 2021. What this means is that any leave time that had been carried over from the calendar year 2019 for use in the calendar year 2020, will now be carried over for one additional year.

In addition, UWL will allow for all remaining, eligible vacation time from the calendar year 2020 to carry over to the next calendar. This transaction will not need standard supervisor approval and will not be capped.

In both cases, all leave in the carryover bank must be used by December 31, 2021. For complete information on the policy revisions, visit the Interim Policy webpage.

Please let me know if you have any questions or concerns.

JA