This message is being sent to all University Staff employees

Colleagues,

Annually, eligible University Staff can "Bank" unused vacation time that had accrued during the calendar year. For information on this specific policy, you can reference UWSA 1210, Section 4.E.1.

This email is to let you know that later this year, (late November or early December), our colleagues at UW Shared Services will be emailing directly to eligible employees for this benefit. That email will provide instruction and additional information on how eligible employees can transact the leave banking.

Please let me know if you have any questions.

Have a good week!

JA