

### Vacation bank carry over guidelines

Vacation hours are available for use from July 1<sup>st</sup> of the current fiscal year through December 31<sup>st</sup> of the following fiscal year.

In the event an employee does not use all vacation hours not used by December 31<sup>st</sup> they will automatically have 10 days carried over to the end on the next calendar year. Employees can request to have these 10 days transferred from their vacation bank, to their sick bank by sending an email to the Director of Payroll.

Vacation hours above the allowed limits will be forfeited according to the contracts/handbook. Use the following to determine if you will lose vacation hours as of December 31<sup>st</sup>:

- ✓ Using the Leave Bank Summary on your most recent pay stub:
- ✓ End balance hours, minus (-) hours earned, minus (-) hours carry over allowed (according to contract/handbook) = potential hours lost
  - Example 1 – End balance hours of 294 hours – 240 hours earned – 80 hours carry over = <26.0> hours (Employee is not at risk of losing any vacation hours)
  - Example 2 – End balance hours of 360 hours – 240 hours earned -80 hours carry over = 40.0 hours (Employee needs to use by December 31<sup>st</sup> to avoid losing)