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Subject: Vacation Maximum Lifted for Civil Service
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Please Note: A temporary lift on maximum hours accrued for vacation has been applied to Civil Service employees.

A system-wide decision had been made, and is already in effect with pay period BW08, that will allow employees to accrue Vacation Leave **beyond** the maximum hours.

Employees at or near their maximum vacation leave balances will continue to accrue hours, past the maximum, for each pay period that we remain in Stay-at-Home orders. Once we return to normal on-site work operations, there will be a specific period of time in which those “over maximum” accruals can be addressed.

Employees will need to utilize the “over maximum” hours first, and the length of time for that usage will be determined by the number of pay periods involved where the maximum was exceeded.

More information and details on timeframe available to use the hours will be shared at a later date.

At this time the accrual maximum for Academic Professionals will not be lifted, due in part because our APs have until August to use vacation. As more information becomes available, we will share via Libnews.