

**Eastern Michigan University**  
**Human Resources**  
*Vacation Accrual Guidelines*

University policy and the staff collective bargaining agreements require employees to take the vacation benefit accrued by June 30th of each year during the following twelve months. Employees who fail to use the earned vacation will lose it. No employee may carry over more vacation time into the new fiscal year than the maximum earned in one year.

You have the potential to lose earned vacation time if you are over certain limits unless the appropriate steps are taken to plan time off with your supervisor and use this time prior to June 30th of each year. Your current vacation balance, as of the last pay end date, is provided in your check or you may also visit the **Employee Self Service** feature at the following link: <http://my.emich.edu>. After you successfully login to the my.emich website, follow these steps.

1. Select the “Employee” tab
2. Select the “Employee” option within the Services Main Menu.
3. Select the “Leave Balances – Regular Staff and Faculty Only” option
4. Refer to the List of Leave Types for your most current available balance

By using the Staff Vacation Leave Accrual Schedule, in combination with the semi-monthly or bi-weekly payroll calendar found at this link: <http://www.emich.edu/controller/finserv/payroll/>, you can determine your projected balance as of June 30th. Once determined, compare the projected balance to your employee classification’s maximum carryover balance. Please refer to the examples below. Questions about balances should be first referred to your unit’s payroll processor or Department Secretary. If he/she is unable to resolve your concern, the Benefits Office can be contacted at 7-3195.

**Ex. 1 Jon D. “Athletic Coach” (AC): Semi-monthly Pay**

- Available balance as of 5/1/05 is 140 hours
- Accrual rate of 6.67 hours/pay and 160 hr. max carryover
- 4 pays remain within the timeframe of 5/1/05 to 6/30/05
  - $6.67 * 4 = 26$  accrued vacation hours
  - $140 + 26 = 166$  projected hours by 6/30/05
  - Outcome: Jon D. loses 6 hours of vacation time

**Ex. 2 Jane D. “Custodian” (FM): Bi-weekly Pay**

- Available balance as of 5/1/05 is 80 hours
- 14 months of service employed at .75 FTE
- Accrual rate of 3.47 hours/pay (I.E.  $4.62 * .75 \text{ FTE} = 3.47$ )
- 90 hr. max carryover (I.E.  $120 * .75 \text{ FTE} = 90$ )
- 5 pays remaining within the timeframe of 5/1/05 to 6/30/05.
  - $3.47 * 5 = 17$  accrued vacation hours
  - $80 + 17 = 97$  projected hours by 6/30/05
  - Outcome: Jane D. loses 7 hours of vacation time

Staff Vacation Leave Accrual Schedules				
		FTE	FTE	FTE
Employee Classification	Service Months	Accrual Rate	Max Current Balance	Max Carryover
<b>AC</b>	0+	6.67	320	160
<b>AP</b>	0+	6.67	320	160
<b>CC</b>	0-12	4.00	192	96
	13-96	5.00	240	120
	97-132	6.00	288	144
	133+	6.67	320	160
<b>CP</b>	0-24	4.62	240	120
	25+	6.16	320	160
<b>CS</b>	0-12	3.70	192	96
	13-96	4.62	240	120
	97-132	5.54	288	144
	133+	6.16	320	160
<b>FM</b>	0-12	3.70	192	96
	13-96	4.62	240	120
	97-144	5.54	288	144
	145+	6.16	320	160
<b>PT06 &amp; above</b>	0+	6.16	320	160
<b>PT05 &amp; Below</b>	0-24	4.62	240	120
	25+	6.16	320	160
<b>PS</b>	0+	6.16	320	160

\* Service months are calculated based on “Current Hire Date”. Refer to the Employee Self Service; Benefits and Deductions/Benefits Statement option for your “Current Hire Date”.