

Eastern Michigan University
Human Resources
Vacation Accrual Guidelines

University policy and the staff collective bargaining agreements require employees to take any vacation benefit accrued by June 30th of each year during the following fiscal year (July 1st to June 30th). Employees who fail to use the accrued vacation may lose it because 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.

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

- Available balance as of 5/1/14 is 140 hours
- Accrual rate of 6.67 hours/pay and 160 hr. max carryover
- 4 pays remain within the timeframe of 5/1/14 to 6/30/14
 - $6.67 * 4 = 26$ accrued vacation hours
 - $140 + 26 = 166$ projected hours by 6/30/14
 - Outcome: Jon D. loses 6 hours of vacation time

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

- Available balance as of 5/1/14 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 5/1/14 to 6/30/14.
 - $3.47 * 5 = 17$ accrued vacation hours
 - $80 + 17 = 97$ projected hours by 6/30/14
 - Outcome: Jane D. loses 7 hours of vacation time

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

Questions regarding accrual balances should be referred to the Benefits Office at 487-3195 or hr_benefits@emich.edu.

* 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”.