

## Vacation Maximum Information

Vacation leave balances are computed within the Banner system. All leave including vacation, sick and floating holidays are tied to the payroll process in Banner. Because of payroll deadlines and the requirements of the Banner system, the leave tracking process has limitations. Please review this information to assist you in understanding how the system works to help minimize the loss of any vacation days.

All vacation is accrued monthly. Each year until year 12 the monthly vacation leave accrual rate increases. The new accrual rate takes effect in the month of your full-time hire date. This is your anniversary month.

The maximum balance in the anniversary month is 75 hours (10 days) for monthly paid staff and 80 hours (10 days) for biweekly paid staff. The Banner system rolls leave to its maximum the month following the anniversary month.

To ensure that any amounts over 75/80 hours are not lost, excess vacation hours must be taken by the 14<sup>th</sup> of the anniversary month as well as recorded in the leave balance report due by the 14<sup>th</sup> of the anniversary month. The new hours accrued for that month must be taken as well.

For example:

- Susie, a monthly staff employee has a vacation balance of 85 hours in May.
- Her anniversary month is June.
- She will be starting her seventh year at Belmont University.
- She will earn 10 hours of vacation in June (the new accrual rate).
- Susie must take 10 of her current hours and 10 of the hours she will accrue in June by the 14<sup>th</sup> of June because the Banner system will only roll 75 hours into her new balance.

Leave balance information prints on employee's pay stubs. Vacation balances on the paycheck may not reflect the correct balance during the anniversary month only. This is because the paychecks are printed before the new vacation balance rolls for that month.

Going forward, vacation reminders will appear on paycheck stubs. In addition, email reminders will be sent to those employees two months prior to their anniversary month reminding them to take any accrued leave and anniversary-month accrual over 75/80 hours.