

Provision for Vacation Leave Caps through June 19, 2021

Vacation Leave Caps

- Employees will continue to accrue vacation leave as they are now through Pay Period Ending (PPE) 03/13/2021 at which time a Temporary Vacation Hours Cap (Temporary Cap) will be in place.
- The Temporary Cap is defined the amount of vacation leave accrued by an individual employee as of PPE 12/5/2020. That amount is unique to each employee and applicable to those who have a vacation leave balance over the normal MOU Vacation Hours Cap (MOU Cap) amount.
 - i. Example, an employee with an MOU Cap of 150 has a balance of 175 as of PPE 12/5/2020. 175 is the employee's Temporary Cap.
 - ii. Employees at or below the MOU Cap will use the MOU cap amount as their individual "Temporary Cap".
- Employees **must** be at or below their Temporary Cap by the end of PPE 3/13/2021. Hours accrued above the Temporary Cap will be forfeited as of 3/14/2021.
- Starting with PPE 3/27/2021 employees at their Temporary Cap will not accrue vacation until they bring their balance under the Temporary Cap.
 - i. Example, an employee has a Temporary Cap of 175 hours and their balance at the start of PPE 3/27/2021 is 175 hours. They will not accrue vacation until their balance is under 175 hours.
- Employees must bring their vacation hours balance below their MOU Cap by the end of PPE 6/19/2021. The balance above their MOU Cap following PPE 6/19/2021 is forfeited.