



## University Staff Leave Schedule Change Calendar Year to Fiscal Year

Period	Vacation	Vacation Carryover	Vacation Banking or Cash Payout	Personal Holiday	Legal Holidays
<b>Calendar Year 2024 (January 1, 2024 – December 31, 2024)</b>	Full vacation hours allocated (prorated if part-time).	Unused vacation hours earned in calendar year 2023 must be used by December 31, 2024.  Unused vacation hours earned in calendar year 2024 must be used by June 30, 2026.	If eligible, vacation banking or cash payout is December 1, 2024 – December 31, 2024.	Full personal holiday hours allocated (36 hours, prorated if part-time). Must be used by December 31, 2024.	All legal holidays during calendar year 2024 allocated. Must be used by December 31, 2024.
<b>Transition Period (January 1, 2025 – June 30, 2025)</b>	Half of vacation hours allocated (prorated if part-time).	Unused vacation hours earned in the transition period must be used by June 30, 2026.	If eligible, vacation banking or cash payout is July 1, 2025 – September 30, 2025.	Half of personal holiday hours allocated (18 hours, prorated if part-time). Must be used by June 30, 2025.	New Year’s Day, Martin Luther King Day, and Memorial Day allocated. Must be used by June 30, 2025.
<b>Fiscal Year 2026 (July 1, 2025 – June 30, 2026)</b>	Full vacation hours allocated (prorated if part-time).	Unused vacation hours earned in fiscal year 2026 must be used by June 30, 2027.	If eligible, vacation banking or cash payout is July 1, 2026 – September 30, 2026.	Full personal holiday hours allocated (36 hours, prorated if part-time). Must be used by June 30, 2026.	All legal holidays during fiscal year 2026 allocated. Must be used by June 30, 2026.