

UNIVERSITY OF NEBRASKA

FREQUENTLY ASKED QUESTIONS

HR BRT: MAXIMUM VACATION BALANCE



10/17/17

OVERVIEW: ADJUSTING THE MAXIMUM VACATION BALANCE

The Human Resources Budget Response Team has recommended adjusting the maximum number of vacation hours that employees can accrue. Currently the maximum vacation balance is 280 hours for all employees. With the recommended adjustment, employees will have their maximum accrual balance determined by their years of service. ***This recommendation is on pause while the university continues a thorough review of potential timing, participants and approach. No leave-related changes will be implemented before 2019.***

Q: Why is this change being made?

A: The University of Nebraska pays out unused vacation hours upon separation from employment. This change in the maximum vacation balance reduces payouts when employees leave. It also aligns with the university's emphasis on wellness by encouraging employees to take vacation.

Q: With the adjustment, will accrual rates remain the same?

A: Employees will earn vacation according to the same formula they do currently. The policy change simply means that the maximum balance that can be maintained is lower. It will not impact current vacation earnings.

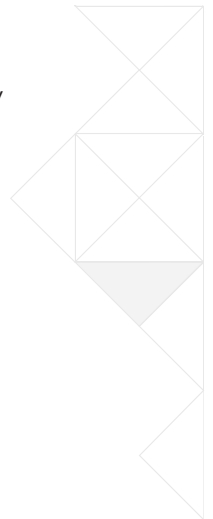
Q: How does the new maximum vacation balance compare to that of other employers?

A: Vacation plans and the use of maximum balances vary widely with employers.

Q: The maximum vacation balance will be based on years served. Please explain.

A: The proposed maximum vacation balance is as follows:

- 1st through 5th year 80 hour maximum
- 6th through 10th year 120 hour maximum
- 11th through 20th year 160 hour maximum
- 21st year through 30th year 200 hour maximum
- 31st year and beyond 240 hour maximum



Q: If I am unable to take vacation between now and the date of implementation, will I lose any hours (above the maximum balance) that I've accumulated?

A: No, you will not lose vacation that you have already earned. However, you may not accrue additional vacation hours until you fall below the maximum balance.

Q: What if my job doesn't provide the flexibility that is necessary to use all my accumulated hours beyond the new maximum balance?

A: Talk with your supervisor. It is strongly encouraged for supervisors to allow their staff to take time off, within reason. We ask that you be willing to compromise in order to use your excess vacation leave and still maintain business operations. Remember that vacation can be taken in partial-day increments and does not have to be used consecutive days in a row. If a satisfactory compromise cannot be made with your supervisor, please contact Human Resources.

Q: Once the policy goes into effect, am I able to donate any of my hours above the maximum balance to a vacation bank?

A: Employees may donate any additional hours to Crisis Leave, which is used by employees in need. Please contact your Human Resources Department for more information.

Q: Once the maximum balance is adjusted, do I need to use my "extra" hours by a particular date?

A: No, you do not need to use your "extra" hours by a particular date, but you will not accrue additional vacation hours until you fall below the maximum balance.

Q: Can I use vacation in place of sick time?

A: Yes, vacation can be used in lieu of sick time, but sick time cannot be used in lieu of vacation time.

Q: When does the change go into effect?

A: The go-live date for this policy is still being determined.

Q: Does this policy need to go before the Board of Regents?

A: Yes, it will need to be approved by the Board prior to being implemented. The date of the Board meeting at which this policy will be presented is yet to be determined.

Q: What does the University of Nebraska expect to save with this change?

A: The university anticipates about a million dollars in savings over the next several years as employees retire or leave the university and receive a vacation balance payout.