

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.*

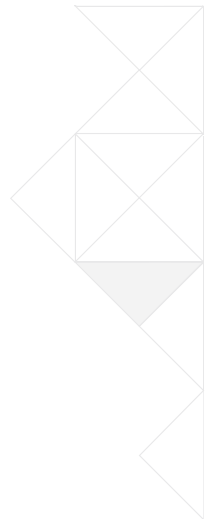
Q: Will the maximum vacation balance change?

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: Will the maximum vacation balance change by year of service?

A: E

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| 6 th through 10 th year | 120 hour maximum |
| • 11 th through 20 th year | 160 hour maximum |
| • 21 st year through 30 th year | 200 hour maximum |
| • 31 st year and beyond | 240 hour maximum |



Q: If I have a maximum vacation balance and I have accrued additional vacation hours, will I lose the vacation hours I have already earned?

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 happens if I have a maximum vacation balance and I have accrued additional vacation hours?

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

