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**From:** massemail@messiah.edu on behalf of Human Resources and Compliance  
<noreply@messiah.edu>  
**Sent:** Tuesday, May 25, 2021 5:00 AM  
**To:**  
**Subject:** Announcement of 100 hour increase in rollover

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Direct all questions regarding this mass email to Staci Davis at Ext. 5300 or [sdavis@messiah.edu](mailto:sdavis@messiah.edu).



To: All Employees

As the academic year comes to a close, we recognize that the demands of the pandemic (both personal and professional) have impacted some employees' ability to take time off. As such, the University will allow employees to carry-over an additional 100 vacation hours, permitting a total carryover of 260 hours. Taking time away from work is important and the University encourages employees to work with their departments to schedule vacation time.

FAQ

***How long will these extra carry over hours be available to me?***

These hours will be available as follows: Vacation carry over may be used through the last full pay period of the fiscal year. As such, staff may use the vacation carry over until June 18, 2022, and administrative employees may use vacation carry over until June 30, 2022.

We will return to our standard vacation carry over policy starting on July 1, 2022: Administrative and staff employees who earn vacation time may accumulate a maximum of 20 vacation days (160 hours) with no more than 10 days (80 hours) carried over from one fiscal year to the next. Any unused accumulated hours above these limits will be forfeited.

***Does this change the vacation payout for departing employees?***

No. There will be no change in the number of hours eligible for payout should an employee leave the University. The maximum number of accrued but unused hours eligible for payout is 160.

***How do I check my paid leave balances?***

Through FalconLink, choose the Self-Service card. In Self-Service, choose "Employee" and then scroll down to "Leave Balances".

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