

USE OR LOSE VACATION TIME CALCULATIONS

Association of Administrative Personnel and Non-Affiliated employees have the period from July 1 to October 31, to use any earned vacation time that was not used prior to the end of the fiscal year, on June 30. However, after October 31, they will only be able to carry one (1) year of accumulated vacation time forward into the new contract year.

To calculate your use or lose time, you will first need to know what your estimated balance as of October 31st would be. For this calculation, you would take what your vacation balance is on your current paycheck and add any future accruals (through October 31st). **Please note that accruals are one month behind. For example, April's accrual will not show on your paycheck until the first pay of May.**

Example:

- Current vacation balance on paycheck as of April 7, 2022: 137.56 hours
- For someone who has a monthly accrual of 8.16, future accruals would be for April, May, June, July, August, September, and October (7 months): $8.16 \times 7 = \underline{57.12}$ hours
- The estimated balance as of October 31st would be: $137.56 + 57.12 = \mathbf{194.68}$

Next, you will need to understand what your use or lose max is. To calculate your use or lose max, you will take your monthly accrual and multiply it by 16 months (July 1st – October 31st).

Example:

- Someone who has a monthly accrual of 8.16, their max would be calculated as: $8.16 \times 16 = \mathbf{130.56}$

If your estimated balance as of October 31st is higher than your use or lose max, that is the amount of hours that you would need to “use” or will “lose” them on November 1st.

Here is an example:

Estimated Balance as of October 31	194.68
Less: Use or Lose Max	130.56
Difference (<u>Hours lost if not used October 31st</u>)	64.12