

Staff Update - Vacation and Sick Leave Maximum Hour Balance Limits

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To: all.staff

Dear Staff,

As we near the end of the academic year, I wanted to make sure you were all aware of the upcoming changes to the vacation and sick leave maximum balance limits that will be going into effect July 1, 2021 and 2022, as described below. Susan Collins, Vice President for Finance and Administration, and I presented this updated information during a March Staff Council meeting. In summary, vacation and sick leave accrual rates remain the same, but the maximum hour balance limits are being updated as follows -

- Sick leave maximum balance limit will be changed to 24 days/192 hours as of July 1, 2021
- Vacation balance limits will adjust over the next two years as follows (please also see tables included below)
 - Maximum balance adjusted to 1.25x annual accrual as of July 1, 2021
 - Maximum balance adjusted to 1x annual accrual as of July 1, 2022
 - Please note that no vacation time will be taken away from employees if they hit the maximum balance limits, but employees will no longer accrue additional vacation time until they take time off and reduce their vacation balance. Please make sure you are working with your supervisor to plan accordingly.

Exempt 40 HR / 12 Month Employee*

**Rates are prorated for employees that work less than 40 hrs. per week*

Vacation Accrual Rates

| YRS. of Service | Days / Hours Earned per Year | Hours Earned Per Pay Period BW | Current Max Accrual HRS | Max as of 7/1/21 | Max as of 7/1/22 |
|-----------------|------------------------------|--------------------------------|-------------------------|------------------|------------------|
| 0 - 2.99 | 15 / 120 | 4.62 | 180 | 150 | 120 |
| 3 - 6.99 | 20 / 160 | 6.15 | 240 | 200 | 160 |
| 7+ | 25 / 200 | 7.69 | 300 | 250 | 200 |

Sick Accrual Rate

| | | | | | |
|-----|---------|------|-----|-----|-----|
| All | 12 / 96 | 3.70 | 480 | 192 | 192 |
|-----|---------|------|-----|-----|-----|

Non- Exempt 37.5 HR / 12 Month Employee*

***Hours accrued for non-exempt employees are based on hours worked, employees working under/over 37.5 hrs. per week will accrue at different rates**

Vacation Accrual Rates

| YRS. of Service | Days / Hours Earned per Year | Hours Earned per Pay Period (BW) | Current Max Accrual HRS | Max as of 7/1/21 | Max as of 7/1/22 |
|-----------------|------------------------------|----------------------------------|-------------------------|------------------|------------------|
| 0 - 2.99 | 10 / 75 | 2.88 | 113 | 94 | 75 |
| 3 - 6.99 | 15 / 113 | 4.34 | 169 | 141 | 113 |
| 7 - 14.99 | 20 / 150 | 5.77 | 225 | 188 | 150 |
| 15 + | 25 / 188 | 7.21 | 281 | 234 | 188 |

Sick Accrual Rate

| | | | | | |
|-----|---------|------|-----|-----|-----|
| All | 12 / 90 | 3.46 | 450 | 180 | 180 |
|-----|---------|------|-----|-----|-----|

The **attached** excel spreadsheet (screenshot of spreadsheet below) will allow you to determine what your updated vacation maxes will be as we move into 2021 and 2022.

How to determine your updated max vacation accruals:

1. Open the attached spreadsheet
2. In cell **C1** enter your current vacation accrual earned per pay period. Your most recent accrual can be found on your current Pay Stub in GaelXpress.
3. In cell **C2** enter the number of times you are paid per year; most employees are paid biweekly or 26 times per year. Some employees work less than 12 months per year and are therefore paid less than 26 times per year. Employees accrue leave time only when receiving wages.
4. The current and new annual accrual maximums will then be displayed.

Please join Maura Wolf this Thursday as you are considering your plans for the year.

**Taking Time Off: Why, When & How?
Thursday, April 29th 2-2:30pm**

Do you, or your staff need some help thinking about taking time off? Join us for this 30-minute session in which we will engage you in a process that will support you and/or your team members in thinking about why, when and how best to take time off.

[Register here.](#)

Please reach out to benefits@stmarys-ca.org with any questions.

Thank you.
Laurie

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