

November 19, 2021

MEMORANDUM

TO: RCUH Regular Status Employees
FROM: Nelson Sakamoto *Nelson Sakamoto*
Director of Human Resources

SUBJECT: Vacation Forfeiture – Plan Now to Avoid Losing Accrued Vacation Hours

RCUH's Vacation Leave Policy's section 3.620 IV B 12 Vacation Forfeiture states: "All vacation hours exceeding the maximum carry-over of an employee's applicable vacation plan will be forfeited on December 31st of the plan year." The "plan year" is January 1st to December 31st. We have supplied your Principal Investigator (PI) with a report listing your PI's RCUH employees that may face a year-end vacation forfeiture. If your PI is unsure about receiving this report ask them to email my office at rcuh_benefits@rcuh.com.

RECOMMENDED ACTION: Meet with your PI and ask if the report we provided shows you as an employee who may be forfeiting vacation hours. If so, work with your PI to plan and schedule the use of your accrued vacation to avoid forfeiting any accrued vacation hours.

Maximum Carry-Over Hours Depends on the Employee's Vacation Plan:

- **Vacation Plan A:** Up to a total maximum carry-over of 80 hours or 10 workdays (based on 100% FTE, prorated if less 100% FTE)
- **Vacation Plan B:** Each plan year you may carry-over not more 120 hours or up to 15 workdays up to a total maximum accumulated carry-over totals 360 hours or 45 workdays (both plan year and maximum accumulated carry-over are based on 100% FTE, prorated if less 100% FTE)

December 31, 2021 Vacation Forfeiture Hours: Vacation Forfeiture Hours are any unused accrued vacation hours as of the close of business on December 31, 2021 exceeding the total maximum carry-over hours of Vacation Plan A or Vacation Plan B, whichever applies to you.

How to find your Vacation Plan and Accrued Vacation Balance: Go to your Employee Self-Service (ESS) and go to the left navigation bar select "Payroll and Compensation", the select "View Pay Statement". Select for the list your most recent pay day's pay advice.



VAC HOURS	YTD
Start Balance	31.50
+ Earned	95.50
- Taken	8.00
+ Adjustments	0.0
End Balance	119.00
LEAVE PLAN:	VAC A

VAC HOURS	YTD
Start Balance	270.00
+ Earned	99.75
- Taken	36.00
+ Adjustments	0.0
End Balance	333.75
LEAVE PLAN:	VAC B

Look at the lower left side of the pay advice and you will see a box labeled VAC HOURS (see above for examples of LEAVE PLAN: VAC A = Vacation Plan A and LEAVE PLAN: VAC B = Vacation Plan B). Each pay period this box will show your updated balance of your accrued vacation hours.