**INSTRUCTIONS / REQUEST TO EXCEED MAXIMUM VACATION ACCRUAL LIMIT**

**Purpose**

Pursuant to Personnel Policies for Staff Members (PPSM 2.210) or applicable collective bargaining

agreements, employees may be allowed to exceed their maximum vacation accrual limit, if the basis for

exceeding the limit is due to exceptional operational circumstances. Employees may be granted

additional months to take vacation leave to allow the additional time necessary, to bring the accrual

balance below the maximum. In addition, employees will continue to accrue vacation during the

approved grace period. Qualifying exceptional operating circumstances should be a rare occurrence,

and the specific circumstances must be documented.

This form may be used by represented employees subject to applicable collective bargaining agreement provisions and approval by the appropriate authority of the location.

**Use**

This form is used to request an exception to the maximum vacation accrual limit for an employee. The approval process occurs at the Department level. The Payroll Office makes the necessary system updates to allow additional vacation accrual to occur.

**Instructions**

• Sections 1-4:

The Business Unit completes these sections, as applicable. If an employee holds multiple positions, please enter all positions in the Job Title field.

• Section 5:

− Business Unit clicks the “Validate” Button at the top of the form to verify that all required

fields have been completed.

− Business Unit obtains the employee’s signature.

− Business Unit needs to determine their own business process for obtaining designated

approvals.

− Business Unit obtains approvals.

**Sample Vacation Plan**

**Full-time employee with 20 years of service earning 24 vacation days annually**

Policy max = 384 hours **Balance at May 1** **448**

Exceptional max = 448 hours April vacation leave (16)

Hours over policy max = 64 hours May vacation leave accrual 16

Monthly accrual = 16 hours **Balance at June 1** **448**

May vacation leave (24)

June vacation leave accrual 16

**Balance at July 1** **440**

June vacation leave (40)

July vacation leave accrual 16

**Balance at August 1** **416**

July vacation leave (40)

August vacation leave accrual 16

**Balance at September 1** **392**

August vacation leave (32)

September vacation leave accrual 16

**Balance at October 1** **376**