

OBERLIN

COLLEGE & CONSERVATORY

Department of Human Resources

TO: A&PS Staff

FROM: Joseph Vitale, Chief Human Resources Officer
Kim Wiggerly, Manager of Employee & Labor Relations

DATE: June 3, 2020

SUBJECT: Extension of vacation balance usage

In light of the impact that the COVID-19 crisis has had upon work performed on campus over the past three months, and for the impact anticipated in the coming months, it may be the case that some employees have not been able to use vacation time they have earned.

Currently, employees must use their vacation time, given to them on July 1st each year, by June 30th the following year. If staff find that they have been unable to use their earned time through the calendar year, the process for requesting an extension is done so through Human Resources. If approved, they have the ability to use vacation by the end of August.

It has been decided that all A&PS staff may carry-over (10) days of vacation time, earned from the 2018-2019 academic year, that may normally have expired at the end of this month, June 2020.

The extension is outlined below:

- Extended A&PS' use of unused vacation days, at a maximum of (10) days, that were earned from the 2018-2019 academic year (given to staff on July 1, 2019);
- Extended use of carry-over vacation days must be used by the end of August 2020;
- A&PS staff who terminate from the college, will not be paid out for any carry-over vacation; and
- Vacation carry-over request forms will not be necessary.

It should be noted that scheduled vacation would still be subject to approval by an employee's supervisor.