

OBERLIN

COLLEGE & CONSERVATORY

Department of Human Resources

TO: A&PS Staff

FROM: Joseph Vitale, Chief Human Resources Officer

DATE: March 18, 2021

SUBJECT: Extension of vacation balance

In light of the continued impact that the COVID-19 pandemic has had upon work performed on campus and for the impact anticipated by semester calendar changes in the coming months, it may be the case that some employees have not been able to use or schedule for the future, their earned vacation time.

Currently, A&PS 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 by Human Resources and their supervisor, A&PS employees have the ability to use vacation by the end of August.

It has been decided that again this year, all A&PS staff may carry-over ten (10) days of vacation time, earned from the 2019-2020 academic year, that may normally have expired June 30, 2021.

The extension is outlined below:

- Extended A&PS use of unused vacation days, at a maximum of ten (10) days, that were earned from the 2019-2020 academic year (given to staff on July 1, 2020);
- Extended use of carry-over vacation days must be used by December 31, 2021;
- 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 time is still be subject to approval by an employee's supervisor.