

OBERLIN

COLLEGE & CONSERVATORY

Department of Human Resources

TO: A&PS Staff

FROM: Department of Human Resources

DATE: May 12, 2022

SUBJECT: Extension of vacation balance

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 2020-2021 academic year, that may normally have expired June 30, 2022.

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 2020-2021 academic year (given to staff on July 1, 2021);
- Extended use of carry-over vacation days must be used by September 30, 2022;
- 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.