

As we approach the end of the fiscal year, we have a few reminders about Time Off balances:

- Vacation Balances
- Sick Balances
- Future Balances

FISCAL YEAR END AND PAID TIME OFF BALANCES

As approach the start of a new fiscal year on July 1, we are providing a few helpful reminders for you to share with your areas. For a comprehensive overview of how paid time off is accrued and/or allotted based on job category and length of service, please view the following [resource](#), which is available on the dedicated [Time Tracking Website](#).

VACATION BALANCES

On July 1, the vacation time balance that individuals earned *but did not use* in fiscal Year 2018 will move from **Vacation** to **Vacation Carryover**. We encourage people to check their balances and report any questions or concerns to managers or time administrators.

- As a reminder, vacation time accrued during one fiscal year must be used by June 30th of the following fiscal year and cannot be carried forward to subsequent fiscal years. The time tracking system will automatically deduct vacation requests first from the **Vacation Carryover** balance and then, once the carryover balance is zero, it will deduct from the **Vacation** balance.
- Vacation accruals are awarded on the 15th of each month.

SICK BALANCES

- Office support, technical and service staff, at the start of the fiscal year, on July 1st, assuming sick time is available, personal time (three days) and 40 hours of family sick time are renewed; the monthly sick time accrual is awarded on the 15th of each month.
- Full-time faculty, administrative and professional staff have their sick time allotted on July 1st, which includes personal time (three days) and 40 hours of family sick time.

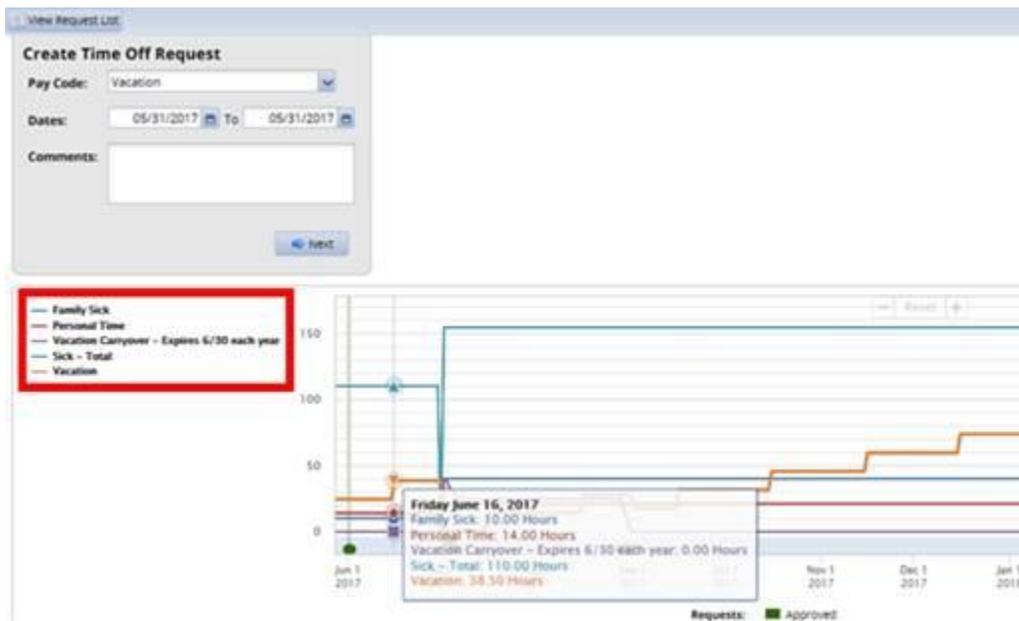
FUTURE BALANCES

The time tracking system enables individuals to determine paid time off balances at a specific date in time in the future.

- To find a future balance:
- Log into the time tracing system
On the home screen, select **My Time Off** under **Schedules**
- Select **Create a New Request**
- Select **Continue** under **Time Off for Sick, Vacation, and Other.**

The page will load with a line graph in the bottom half. The line graph will automatically display **Vacation** and **Vacation Carryover** activity at different dates, beginning with current date. To find the balances for **Family Sick**, **Personal Time** and **Total Sick**, click on each one.

To learn the Time Off balances at a future date, put your cursor in the graph and a line will appear. Move the gray vertical line to the right until it lands on the date in question. Your balances will be listed.



If you have question, please contact the HRM Customer Service Center, 617.373.2230