

## **Policy on Vacation Carryover**

No manager or employee shall be permitted to carry forward into the next calendar year any hours in excess of the maximum stipulated in Title 5, section 42909, or the appropriate collective bargaining agreement. Those who have excess hours accumulated as of December 31, will be required to take that excess vacation within the specific time period specific in the above referenced documents.

Employees and managers should continually review leave balances so that they can work together to ensure that vacation time can be planned and taken before the end of the current calendar year.

Any authority, either granted to or assumed by managers, to grant excess vacation carryover is modified per this policy, which is in effect immediately and which will be enforced beginning January 1, 1997. Questions or requests for excess vacation carryover should be directed to your Vice President.

Jeannine Raymond, Ph.D.  
Director, Human Resources