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must be used by June 30th of the following year.

Payroll deductions will begin with the first July paycheck and will continue to be deducted evenly through June 30th. The rate is based on the employee's daily rate as of May 31st.

If the employee terminates before June 30th, an additional deduction will be taken from their last paycheck to cover the remaining balance.

Employees must be employed with the University for at least 12 months before they are eligible to participate in the program.

All vacation buy requests must be approved and signed off on by the employee's supervisor.

Different management centers may have different guidelines for the Vacation Buy Program; not all schools, departments, or supervisors participate. Employees should check with their department administrator to determine their eligibility.

*Although the time will be available for use as of July 1st, the additional hours will not be viewable in HCM until July's time downloads in early August.