

March 9, 2011

MEMORANDUM

TO: Payroll/Personnel Representatives
Budget Managers

FROM: Linda King, Associate Vice President for Human Resources

SUBJECT: VACATION ACCRUAL MAXIMUMS FOR CLASSIFIED EMPLOYEES

We have recently learned of a practice on campus regarding the maximum vacation leave accrual for some classified employees. Several employees across different departments have been allowed to keep track of vacation leave earned in excess of 250 hours in a separate system and request that the excess accrual be added to their Banner vacation records once the balance dropped below 250 hours. Because this practice is contrary to the SEIU collective bargaining agreement, we must discontinue it immediately. I presented this information at this morning's HRIS meeting and I am following up with this message.

The SEIU collective bargaining agreement stipulates a 250-hour maximum on vacation accrual. Article 47, Section 15 states: *"To avoid losing vacation the employee must request vacation leave. When such leave is impossible a cash payment of not more than forty (40) hours shall be made. In lieu of cash payment, the Employer shall schedule time off in excess of 250 hours within thirty (30) days prior to the date the vacation leave would reach 250 hours."* There is no provision for reinstating lost hours at a later date.

We need your help in identify those employees who have been affected by this practice. **Please send the list of any employees in your unit with the amount of excess hours to Kerry Davis, kldavis@uoregon.edu, by March 18.**

We intend to offer those employees who have been allowed to accrue time in excess of the 250 hour maximum the option of either taking the excess accrual time or receiving payment for the excess accruals. As mentioned above, no future accruals over 250 hours are permitted. In the future, employees will need to schedule time off or receive payment as outlined in the SEIU agreement provision found above.

We have notified SEIU and deans, directors, and department heads of this change in practice.

If you have questions, please contact Randy Wardlow (rwardlow@uoregon.edu) or me (llking@uoregon.edu). Thank you for your help in providing the employee information and for bringing our practices in alignment with the SEIU agreement.