

Year End Vacation Accruals

Whether you use your vacation time to travel or stay at home, making sure that you utilize your vacation days is a vital aspect of maintaining a healthy work-life balance by prioritizing your quality time spent with loved ones, engaging in personal activities, pursuing hobbies, and simply enjoying leisure time.

As the end of each calendar year approaches, Staff and MPP employees should review their current vacation balances to avoid forfeiting hours beyond the maximum carryover limits. As a reminder, employees have a maximum carryover per year, which is based upon bargaining unit and years of services (table below). Any vacation hours above the applicable limit that remain as of December 31 will be forfeited on January 1 of the following year.

Employee Category	Collective Bargaining Agreement Article Numbers (where applicable)	Maximum hours for carryover with less than 10 years of service	Maximum hours for carryover with more than 10 years of service
Physicians – Unit 1	22.2	320	440
CSUEU – Units 2, 5, 7, & 9	14.7, 14.10	320	440
CFA - Unit 3 – 12-month Faculty	34.6, 34.7, 34.8	320	440
APC – Unit 4	26.7, 26.10, 26.11	320	440
Teamsters – Unit 6	16.2	320	440
SUPA – Unit 8	18.4	320	440
Confidential		384	440
MPP		384	440

Employees can view their leave balances using Employee Self-Service in PeopleSoft. A quick reference guide on how to view leave balances is linked here [View Employee Balance \(Click Here\)](#)

Supervisors are also encouraged to monitor employee vacation accruals carefully and endeavor, to the extent operationally feasible, to have employees utilize excess vacation time. The quick reference guide on how to view employee balance using Manager Self-Service is linked here [Manager Balance Inquiry \(Click Here\)](#).

Requests for excess vacation carryovers will be evaluated on a case-by-case basis and require PAT member approval.

Should you have any questions, please reach out the Human Resources at hr@csusm.edu.