

Memo

Date: November 14, 2023

To: Agency Payroll and HR Staff

From: Mary Muellner, Director, Statewide Payroll Services

RE: Deadlines for Reducing Vacation Balances by Calendar Year End

Per bargaining agreements or compensation plans, vacation balances will be reduced for employees who have not reached the required minimum balance by calendar year end. This deadline affects a limited number of employees, such as those covered by the following plans:

- MN Judicial Branch Human Resources Rules
- Legislative Coordinating Commission Legislative Plan
- Senate Legislative Plan

Report FIHR6510, *Report of Employees Who Have Not Reached the Required Vacation Minimum* (Standard Report Viewer/InfoPac ID HP6510), lists employees who may be in this position. (See memo [Vacation Minimum/Floating Holiday Reports](#), dated 10/18/2023.)

Employees have the option of reducing their vacation balances by participating in leave donation.

REMINDER: Legislative Branch employees may **only** donate accrued leave to other employees within the Legislative Branch.

Deadlines

For employees donating vacation or converting vacation to deferred compensation to reduce their vacation balances, the deadlines are:

Vacation Donation

- December 31, 2023 – Donations entered in Self Service.
- January 2, 2024 – Donations entered by agency staff on the Leave Donation page, using a Donation Date no later than 12/31/2023.

Vacation Conversion

- December 31, 2023 – Conversions entered in Self Service or by agency staff on Deferred Comp Conv/Mtch Option page using an Option Date no later than 12/31/2023.

Employees are not required to have a deferred compensation deduction set up to receive a vacation conversion. Their conversion will be processed and invested in the Minnesota Target Retirement Fund until/unless they have directed otherwise by accessing [MSRS \(Minnesota State Retirement System\)](#) and establishing an account Username and Password. Employees now have one login account for pension plans, health care savings plans, and deferred compensation plans.

TIP: After logging in, select the *Go to Savings Plans* link. Choose the *Minnesota Deferred Compensation Plan* link. Under Investments, select *My investments*. Employees can change their investments by selecting the *Change My Investments* button.

Questions?

- For questions about deferred compensation enrollment, contact the MSRS Employer/Payroll Support Team at 651-284-7729.
- Agency Payroll and Human Resources staff should contact Jody Dahl at 651-201-8206 or jody.dahl@state.mn.us if there are questions about reducing leave balances.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF