

**Posting Date:** April 2, 2024

## **Vacation Minimum Requirement and Floating Holiday – Fiscal Year-End**

Employees whose vacation and floating holiday balances are controlled by fiscal year-end should check their leave activity in Self Service and confirm their balances. Depending on the bargaining unit, employees who have not met their vacation minimum requirement or used their floating holiday by June 30, 2024, will lose vacation leave and/or their floating holiday.

Refer to [My Leave Activity instructions](#) in Self Service for more information.

### **Questions?**

If you have questions about this information, contact your Human Resources or Payroll office. You can obtain contact information from within Self Service. Under “Need Assistance?” select “Employee Contacts.”