MANAGEMENT AND BUDGET

Memo

Date: October 23, 2026

To: Agency Payroll, Human Resources, and Accounting Staff

From: Katie Karow, Director, Statewide Payroll Services

RE: Vacation Minimum/Floating Holiday Reports

The following reports are available in Standard Report Viewer/InfoPac. Agencies should review these reports and notify employees before the deadlines that leave may be lost. Currently, they are of primary importance to agencies with employees whose bargaining agreement or compensation plan requires that leave be taken or reduced before the end of the calendar year (rather than the end of the fiscal year).

Reports

- **FIHR6440, Listing of Employees Who Have Not Used Floating Holiday**
  (Standard Report Viewer/InfoPac ID HP6440) – *Available now*
  This report includes all employees who have **NOT** yet used their floating holiday this calendar year.

- **FIHR6510, Report of Employees Who Have Not Reached the Required Vacation Minimum**
  (Standard Report Viewer/InfoPac ID HP6510) – *Available now*
  This report lists employees whose vacation balances have not met the vacation minimum requirement specified in bargaining agreements and compensation plans. This report currently includes employees whose balances have exceeded the minimum since January 1, 2026, and who may lose vacation at **calendar year end** if the minimum requirement is not met. The report is run biweekly and will list only these employees through pay period ending December 31, 2026, for calendar year 2026.

  Note: When making the determination if an employee has reached the minimum for the calendar year, use the following formula:

  Beginning Balance - Taken + Adjusted - Paid Off - Donated - Converted = Minimum Balance for the Pay Period

  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.

- **FIHR6511, Report of Employees Who Have Lost Vacation Leave**
  (Standard Report Viewer/InfoPac ID HP6511) – *Available January 18, 2027*
  For employees who have not reduced their leave to the required minimum by the deadline, SEMA4 will automatically reduce their balance during the leave processing for pay period ending January 12, 2027. This report should be reviewed to make certain affected employees had their leave balances reduced appropriately.

Deadlines

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

- Vacation Donation
  - December 31, 2026 – Donations entered in Self Service.
  - December 31, 2026 – Donations entered by agency staff on the Leave Donation page, using a donation date no later than December 31, 2026.
- Vacation Conversion
  - December 31, 2026 – Conversions entered in Self Service ***or by agency staff on Deferred Comp Conv/Mtch Option page using an Option Date no later than 12/31/2026.***

Assistance

SEMA4 Help

- Reports: Refer to SEMA4 Help for more information about FIHR6440, FIHR6510, and FIHR6511.
- Vacation Donation: Review Minnesota Management & Budget Policy and Procedure, PAY0041, Leave Donation, to help determine an employee's eligibility and the appropriate number of vacation hours that may be donated.
- Vacation Conversion: Review Minnesota Management & Budget Policy and Procedure, PAY0042, Deferred Compensation Conversion/Match Options, along with the employee's applicable bargaining agreement or compensation plan to determine the appropriate number of vacation hours that may be converted.

Contacts

- Deferred Compensation Enrollment: Employees are not required to have a deferred compensation deduction set up to elect a vacation conversion. Their conversion will be processed and invested in the Target Retirement Fund based on their date of birth and retirement year at age 65 until/unless they have directed otherwise by accessing MNDCP (Minnesota Deferred Compensation Plan) on the MSRS website, establishing an account, and choosing investment options. If you have questions about enrollment, contact the MSRS Employer/Payroll Support Team at 651-284-7729.
- Vacation Minimum/Floating Holiday: Agency Payroll, HR, and Accounting staff should contact Jody Dahl in Statewide Payroll Services by email or 651-201-8206 if there are questions.

Have a Payroll Question About Something Else?

Agency Payroll, Human Resources, and Accounting Staff may email their questions to Statewide Payroll Services. Use the Agency Payroll Contacts list to find your payroll subject and where to email.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF