January 20, 2010

TO: School of Medicine Faculty and Staff  
  
FROM: Marcia Cohen  
                         Senior Associate Dean for Finance and Administration  
  
SUBJECT**:      Vacation Use 2010**

Dear Colleagues,  
  
As you know, we implemented several cost-cutting measures during FY09 and FY10, including required use of vacation.  In FY09, your cooperation in taking vacation time saved the School of Medicine overall $3 million.  These savings were returned to whatever source of funding supports your position--including grants and gifts, operating budget, etc.    
  
VACATION USE:  
During FY10 we are continuing to require part-time and full-time staff employees, including bargaining unit workers, who have at least 80 hours accrued vacation to use all vacation days accrued during this fiscal year.  We notified staff in November, 2008 that this requirement would continue through FY10.  
  
I am attaching a summary of the requirements for vacation use for FY10, and a reminder of the requirements for reducing vacation to new maximum accruals put in place by the University.  **If balances at the end of calendar year 2009 were not at or below the maximum allowable hours, then vacation ceases to accrue until the balances drops below the maximum.** Please see Administrative Guide Memo 22.5  [http://adminguide.stanford.edu/22\_5.pdf](http://adminguide.stanford.edu/22_5.pdf.%A0) .   Also, please refer to paragraphs 198-199 of the collective bargaining agreement that states, ”...Vacation time earned should be taken each year if possible.”  We encourage all employees to take vacation annually.  When vacation days are taken, the funds covering these days are charged to previously-banked funds in a central pool, and result in "savings" to School funds.  And, as you can see from the savings mentioned above, this has a significant impact on reducing our budgets.  
  
For employees accruing vacation at 17+ days/year, if your balance is not at 320 by year end (December 31, 2010), your vacation will cease to accrue until the balances drop below the maximum.  Therefore, we encourage you to reduce your vacation balances even before calendar year end.  If you set a goal to reach this maximum allowable balance on or before the end of the fiscal year (August 31, 2010) rather than waiting until the end of the calendar year, you will avoid any loss of accruals beginning in January 2011.  Please discuss your vacation plans with your supervisor well in advance and plan accordingly to meet these goals.    
  
MANDATORY CLOSURES:    
As you also know, the School of Medicine closed the weekday prior to three designated University Holidays this year (Memorial Day, July 4th, and Labor Day).  **We have made the decision not to designate these closures during 2010.**       
  
We are mindful that there may be special circumstances requiring an exception to the requirement to use accrued vacation during the same fiscal year in which it is accrued.  Again for this fiscal year, we would expect those situations to be rare.  Any exceptions must be approved in advance by a supervisor, your departmental DFA, and by the Human Resource Group, Employee Relations.   
  
I would like to again thank all of you who met the requirements during FY09 and encourage everyone to plan accordingly to meet the requirements for FY10.  If you have any questions, please call an Employee Relations Specialist, or call 5-8615 and you will be connected with an Employee Relations Specialist to assist you.

**Administrative Guide Memo 22.4, Vacation, Section 1.e.(1): Maximum Vacation Accumulation**

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| Accrual Rate (days/year) | **2009** Maximum Accrual (days/hours) | **Eff. 1/1/2010** Maximum Accrual (days/hours) | **Eff. 1/1/2011 Maximum Accrual (days/hours)** | **Eff. 1/1/2012** Maximum Accrual (days/hours) |
| 15 | 37.5/300 | 37.5/300 | **37.5/300** | 30/240 |
| 17 | 42.5/340 | 42.5/340 | **40/320** | 30/240 |
| 20 | 50/400 | 50/400 | **40/320** | 30/240 |
| 22 | 55/440 | 50/400 | **40/320** | 30/240 |
| 24 | 60/480 | 50/400 | **40/320** | 30/240 |