

To: Fermilab Exempt (Monthly) Employees

From: Kay Van Vreede

Date: August 11, 2009

Re: Vacation Policy Changes

As we continue to transition the Lab to the Fermilab Time and Labor System (FTL), we have determined that the reporting period associated with vacation time taken for exempt (monthly) employees needs to be modified. This change does not affect the amount of vacation you accrue; instead, the change is needed to synchronize the timing of vacation usage date with the monthly accounting close date in FTL.

In addition, the vacation policy is being revised to state explicitly that exempt employees' vacation is earned as of the last day of the calendar month. Therefore, beginning in September 2009 vacation accrual will be credited in FTL as of the last working day of the month, and will be available for use on the 1st of the following month. This may impact employees on FTL with low vacation balances because vacation will not be available until the first of the next month.

The monthly accounting cut-off in FTL is the third Sunday of the month. Therefore, exempt employees will have until the third Sunday of the month to ensure that their vacation balance is below the maximum by the amount of their current month's accrual in order to avoid lost vacation, instead of the current cutoff of the 21st of the month. For example, if an employee's maximum is 48 days with a monthly accrual of 2 days, the vacation balance at the end of the 3rd Sunday must not be greater than 46 days to avoid lost vacation when the accrual is credited at the end of the month.

This change will become effective in September. This means that vacation must be taken by the third Sunday of September 2009, or September 20th, in order to be taken into account for purposes of calculating vacation lost in September. Thereafter, vacation must be taken by the third Sunday of each month for vacation lost calculation purposes.

The link to the policy is <http://wdrs.fnal.gov/policies/policy/vacation.html>

Contact Payroll at X3046 or through email at askpayroll@fnal.gov if you have any questions.