



Prepared by the Personnel Management Office.
This is a new Administrative Procedure.

July 1982

LEAVES

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A9.390 VACATION CREDIT FUND TRANSFER

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1. Purpose. To establish policy relative to vacation carry over entitlement of certain categories of employees and to provide a method for funding accumulated vacation credit liabilities (when permitted) by making charges to operating accounts. These procedures apply to all personnel on the vacation accumulation system who transfer within the University, except where such transfer of credits is not provided for by the BOR policy or by agreement with the respective collective bargaining units.
 2. Procedures.
 - a. Thirty (30) days prior to a transfer of employment of an individual from one account to another, the fiscal officer for the account from which the employee is transferring will initiate the necessary form for the transfer of vacation leave credit.
 - b. The fiscal officer will submit a Request for Verification of Vacation Leave Credit (in a format similar to Attachment A) to the University Personnel Office in triplicate.
 - c. The University Personnel Office will verify the employee's vacation leave credit, and sign and return two copies of the request to the fiscal officer. One copy of the request will be retained by the University Personnel Office.
 - d. Upon verification of vacation leave credit by the University Personnel Office, the fiscal officer will prepare a Journal Voucher (JV) in duplicate or an Authorization for Payment (AFP) form in quadruplicate with the following additional information contained thereon:
 - 1) Computation of vacation credit amount (see Attachment B).
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- 2) Number of vacation credit days accumulated on the present account, showing beginning and ending dates of employment.
 - 3) Department and account employee will be transferring to.
- e. The fiscal officer will forward:
- 1) The original and one copy of the JV or AFP form to the University Central Accounting Office, attaching a copy of the Request for Verification of Vacation Leave Credit form which was returned by the University Personnel Office.
 - 2) One copy of the JV or AFP form to the University Personnel Office for their file.
 - 3) One copy of the JV or AFP form to the department the employee has moved to.
- f. The University Central Accounting Office will:
- 1) Check the computation of the vacation leave credit amount, application code and object symbol.
 - 2) Show the reserve or operating amount to be credited and the name of the receiving fiscal officer who should receive a copy of the University Treasury Deposit Receipt.
 - 3) Forward the AFP form to the University Disbursing Office for preparing of the check or warrant.

REQUEST FOR VERIFICATION OF VACATION LEAVE CREDIT

Date _____

TO: Personnel Office

FROM: (Fiscal Officer)
(Department)

SUBJECT: Request for Verification of Vacation Leave Credit

Please verify the vacation leave credit that _____
(employee)

will have earned under _____ from _____
(account no.) (date of hire)
to _____. (Employment dates under this contract.)
(date of termination)

(Submit in three copies to Personnel Office)

* * * * *

Date _____

TO: (Fiscal Officer)
(Department)

FROM: Personnel Office

Based on the information given above, our records show that the employee will have _____ days of vacation leave credit earned and accumulated as of his/her date of termination.

	Vacation Days
Credit transferred in at date of hire (+)	_____
Vacation earned (+)	_____
Vacation credit subtotal	_____
Vacation taken (-)	_____
Vacation forfeited (-)	_____
Balance at date of termination	_____

(Return original and one copy to Fiscal Officer)

Attachment B

COMPUTATION OF VACATION CREDIT AMOUNT

Sample: Employment terminated at the close of business on June 30, 1976
with 35.5 days of accumulated vacation

	Working Days	Holidays	Total Paid Days	Amount
July, 1976	21.0	1	22.0	\$500.00
August, 1976	14.5	-	14.5	329.55*
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	35.5	1	36.5	\$829.5
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* 14.5 x \$500.00 = \$329.55

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Note: The 14th working day in August falls on Thursday the 19th. The next day is a holiday. If the employee had 15 days of vacation leave instead of 14.5 days, the 15th working day would fall on Monday, August 23rd, and the employee would be paid for the holiday (August 20th) plus Monday, August 23rd. In this case, the fractional day cannot be used to extend the vacation beyond 14 days.