Dear Colleagues,

A challenge of COVID-19 has been that many employees have needed to alter or cancel their 2020 vacation plans. We have heard concerns from many of you about how your earned vacation balances have been impacted this year and know that many also have Furlough or Personal Flex Time to use.

We are happy to share that the Arizona Board of Regents has approved two changes to its vacation policy to help address these concerns. We also want to provide an update on this year’s University Closure period.

**Vacation Policy Changes**

- **Vacation Carryforward**
  Employees will be able to carry forward a maximum of 320 vacation hours (prorated by FTE) from one calendar year to the next. This is an increase from 264 hours (prorated by FTE) and is a permanent change to the vacation policy.

  As a reminder, excess vacation must be used by the last day of the pay period that includes January 1 every year or it will be forfeited. This year, excess vacation hours must be used before January 10, 2021.

- **Vacation Payout**
  Employees who leave the University while participating in the Furlough-Based Salary Program will be paid for vacation hour balances at their higher, pre-reduction rate of pay.

  The amount of vacation paid at the time of termination is not changing.
  Employees are eligible for the number of vacation hours that can be accrued in one year, and for many employees, this is 176 hours (prorated by FTE).

**University Closure**
In addition, **there will be no change to the existing University Closure policy**. As in previous years, employees eligible for full University benefits will have University Closure time codes pre-loaded on their timesheets. Please see the [University Holiday Schedule (PDF)](#) for this year’s holiday and University Closure dates. Employees may replace these days with Furlough or Personal Flex Time to draw down balances if they choose.

If you have any questions, please email us at hrsolutions@email.arizona.edu or call us:

<table>
<thead>
<tr>
<th>Main Campus</th>
<th>Health Sciences</th>
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</thead>
<tbody>
<tr>
<td>520-621-3660</td>
<td>Tucson 520-626-5593</td>
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<tr>
<td></td>
<td>Phoenix 602-827-2600</td>
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*To change ABOR policy, the change must be approved at two separate ABOR meetings. The first approval occurred at the October 2 meeting. A second approval is expected at ABOR’s meeting on November 18 - 20.*