



# VACATION TIME INFORMATION SESSION



Benefits

# SESSION AGENDA



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We Are Here To Help



## WHY CHANGE?

GW has re-envisioned the philosophy of time off. In introducing the new vacation policy, staff will no longer forfeit unused time that has been accrued. Under the new policy, GW is shifting to a maximum accrual limit structure.



## WHEN?

The new vacation time policy for staff will take effect on **JULY 1, 2024.**



# CURRENT VS. NEW POLICY COMPARISON

## Current Annual Time Policy (through 6/30/2024):

- “Use it or Lose It” Structure: Excess balance over carryover limits (e.g., 40 hours FT, 20 for PT) is forfeited on 6/30. Unused carryover is forfeited 8/31.
- Years of Service Tiers: 0 – 2, 2+ – 4, 4+ – 15, 15+
- Annual time can be used in advance of accrual.

## New Vacation Time Policy (eff. 7/1/2024):

- Maximum accrual limit structure: Time off is no longer forfeited and accrues until maximum vacation time hours cap is reached. Once that limit has been reached, staff will need to use accrued time before they can accrue more.
- Staff who reach 10 years of service (less than 11) are rewarded at a higher accrual rate sooner than current policy.
- Use of vacation time in advance of accrual is not allowed.

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### Key Reminders:

- Accrual rates vary based upon years of service, employee type and FTE.
- For employee represented by a union should consult their Collective Bargaining Agreement (“CBA”) for their applicable time off and leave policies or speak with their union representatives for more information about the policy applicable to them.
- There are no changes to sick time or other time off programs.



# CURRENT VS. NEW POLICY COMPARISON

## Current Annual Time Policy (through 6/30/2024):

Years (Months) of Service	Monthly Accrual Rate (Hours)	Maximum Annual Time (Hours) Accrued
Up to 2 (0 – 24 months)	10	120
More than 2 up to 4 (25 – 48 months)	12	144
More than 4 up to 15 (49 – 180 months)	14	168
More than 15 (181+ months)	16	192

## New Vacation Time Policy (eff. 7/1/2024):

Years (Months) of Service	Monthly Accrual Rate (Hours)	Maximum Vacation Time (Hours) Accrued
Up to 2 (0 – 24 months)	10	180
More than 2 up to 4 (25 – 48 months)	12	216
More than 4 up to 10 (49 – 120 months)	14	252
More than 10 (121+ months)	16	288

- Your full annual time balance on 6/30/2024 will be your balance on 7/1/2024.
- Accrual Limits are 1.5 times current accrual basis (or 18 months of accrual before cap is reached). Accruals are credited at the end of the month.
- Part-time maximum accrual limits are half of the full time limits (i.e., 90, 108, 126, 144, respectively, based on the years of service tiers.)



# TRANSITION PLAN

*To support staff in transitioning to this new vacation time policy on 7/1/2024, the following transition plan is being adopted, also effective 7/1/2024.*

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## Forfeiting Ends:

- All accrued but unused annual time remaining on 6/30/2024 will carry forward and be your new vacation time balance on 7/1/2024 with the new policy. (Forfeiting will no longer occur.)

## Transition Time:

- To ensure continued support for taking time away and to encourage continued vacation planning without interruption there will be a transition balance of 40 hours of transition time for full time staff that will be credited on 7/1/2024 (20 hours for part time staff).
  - **NEW!** Cascading Use of Time Off: Transition time will be used before any accrued and unused vacation time is used.
  - Transition Period: All transition time balances will be available for six months and will sunset on 12/31/2024.
  - Separation: Transition time will not be paid out upon employment separation as it is not accrued time.

## New hires/newly eligible employees:

- Any hired/eligible employee on or after 7/1/2024 will not receive transition time, but can use vacation time once accrued both before and after successful completion of their IEP.



# UKG TIME REPORTING SYSTEM (TRS)

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## **Cascading Use of Time:**

- On 7/1/2024, 40 hours (20 hours for part-time staff) of transition time will be loaded into a separate bucket time.
- Transition time is additional and does not count towards your maximum accrual limit in the UKG TRS.
- When requesting vacation time, employees will submit their request for time off and TRS will deduct from the correct balance.
- The UKG TRS will automatically deduct from the transition time balance first (if available) when a vacation time off request is approved.

## **Time Off Requests:**

- Process for requesting (and being approved for) vacation time will not change. Manager approval is still required.



# SCENARIO #1

## August:

- Jane takes a 2-week vacation (80 hours). They use 40 hours of accrued vacation time and all 40 hours of transition time.
- Jane accrues 12 more hours of vacation time at the end of August.

## June:

- Jane has a balance of 50 hours of accrued time as of 6/30/2024.

## September:

- Jane takes 1 day (8 hours) of vacation time.
- They accrue another 12 hours of vacation time at the end of September.

## July (Vacation Time Begins):

- Jane accrues 12 more hours at the end of July for a total balance of 62 vacation hours (accrued) and 40 hours of transition time.

Month (As of Month End)	Accrued Time	Transition Balance	Total
June	50 hours	0 hours	50 hours
July	62 hours	40 hours	102 hours
August	34 hours	0 hours	34 hours
September	38 hours	0 hours	38 hours



## JANE'S TIME BALANCE OVERVIEW

**Status:** full-time employee with 3 years of service, accrues 12 hours per month

**Annual Time (accrued) Balance on 6/30/2024:** 50 hours

**Vacation Plans:** 2 weeks (80 hours) in August 2024 and one day (8 hours) in September 2024

**Transition Time Balance (as of 7/1/2024):** 40 hours





# SCENARIO #2

## June:

- Noah has a balance of 0 hours of accrued time as of 6/30/2024.

## July (Vacation Time Begins):

- Noah takes a week of vacation (40 hours) in July using all of their transition time.
- They accrue 16 hours of vacation time at the end of July (which is a higher accrual rate under the new policy for those with 10+ years of service)

Month	Accrued Time	Transition Balance	Total
June 30	0 hours	0 hours	0 hours
July 1	0 hours	40 hours	40 hours
July 31	16 hours	0 hours	16 hours



## NOAH'S TIME BALANCE OVERVIEW

**Status:** full-time employee with 11 years of service, accrues 14 hours per month

**Annual Time (accrued) Balance on 6/30/2024:** 0 hours

**Vacation Plans:** 1 week (40 hours) in July 2024

**Transition Time Balance (as of 7/1/2024):** 40 hours



# SCENARIO #3

**August:**

- On August 1, 2024, Olivia leaves GW and is paid out all accrued vacation time. While they did not use transition time, they will not receive payment of this time upon separation.

**June:**

- Olivia has a balance of 20 hours of accrued time as of 6/30/2024.

**July (Vacation Time Begins):**

- Olivia accrues 10 more hours of vacation time at the end of July for a total balance of 70 vacation hours (accrued) and 40 hours of transition time.

Month (As of Month End)	Accrued Time	Transition Balance	Total
June	20 hours	0 hours	20 hours
July	30 hours	40 hours	70 hours

**Payout:** 30 hours of vacation time is paid out to Olivia. Transition time is not paid out.



## OLIVIA'S TIME BALANCE OVERVIEW

**Status:** full-time employee with 1.5 years of service, accrues 10 hours per month  
**Annual Time (accrued) Balance on 6/30/2024:** 20 hours  
**Vacation Plans:** None  
**Transition Time Balance (as of 7/1/2024):** 40 hours



# ONLINE RESOURCES

We encourage you to review the vacation time overview webpage at [go.gwu.edu/vacationtime](https://go.gwu.edu/vacationtime) to learn more about the time off policy changes coming in 2024. The overview includes the following sections to assist you in navigating these new changes.

The screenshot shows a navigation menu for the 'VACATION TIME OVERVIEW' page. At the top left is the title 'VACATION TIME OVERVIEW' in large white letters on a blue background. To the right are three icons: a calendar, a smartphone with a globe, and an open book with a leaf. Below these are six buttons arranged in two rows:

- Vacation Policy (light green button)
- Transition Plan (dark blue button)
- What's Staying the Same (blue button)
- Tools and Information Sessions (yellow button)
- FAQs & Scenarios (green button)
- Contact Us (brown button)

## What's Staying the Same?



- Sick and Safe Time
- Paid Parental Leave
- Bereavement
- Jury Duty
- Voting Time
- Holidays



# QUESTIONS? WE ARE HERE TO HELP

Please contact GW Benefits for any questions regarding paid time off programs. Our contact information is listed below.

Looking for more information about time off programs?

Visit our Benefits website at [hr.gwu.edu/paid-time](https://hr.gwu.edu/paid-time)

Ready to view our Vacation Time Overview?

Visit [go.gwu.edu/vacationtime](https://go.gwu.edu/vacationtime)



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