

LEAVE RECORDING/MINIMUM USAGE

USNH policy requires all staff members to take, and supervisors to grant, a minimum number of vacation/personal days or earned time leave per year at mutually agreeable. Because this is so difficult to understand and administer, and because it has never worked correctly for exempt staff, a business review was undertaken to determine possible changes. That work is complete and the result is that the method of calculation will be changed effective 7/1/09 (calculations commencing with the first payroll of FY10 –B1-14). PLEASE NOTE that NO changes have been made to USNH policy governing the annual requirement for usage of leave recording/minimum usage – only the method of calculation has been changed as follows:

- Minimum usage for Operating Staff will be calculated at 45% of the of the total Earned Time accrual per pay period;
- Minimum usage for Exempt Staff will be calculated at 50% of the total current fiscal year vacation/personal leave accrual;
- New hire requirement for minimum usage will remain the same (e.g., If hired prior to January 1, the employee must meet minimum usage by June 30. If hired after January 1, minimum usage is not required for that first fiscal year of appointment);
- Current practice continues in that if the employee has not met the minimum usage by the end of each fiscal year, Campus HR will make any manual adjustments necessary to reduce earned time or vacation leave available balances to comply USNH policy. The employee still must be notified prior to this action taking place.

The appropriate set-up requirements are now in place in Banner HR. Once we roll to the new fiscal year, the minimum usage balances for all employees will start at zero and accrue each pay period. The correct information will be available to both OS and Exempt employees in WISE. **PLEASE NOTE: Not all employees at UNH track their leave through Banner HR and for those employees, there will be no minimum usage available for them to review in WISE. This has been noted in the introduction on WISE.**