Dear Colleagues,

This is an update to the university’s request to staff to reduce their vacation balances.

On April 24, 2020, exempt staff, librarians, and hourly staff were asked to reduce their vacation accrual balances to no more than 12 days (or 90 hours) as of July 31, 2020. In May, this date was extended to Dec. 31, 2020.

The reduction of vacation hours was one of several cost-saving measures taken by the university to address the significant financial challenges brought on by the COVID-19 pandemic. We are grateful to all employees who responded to this request and who are continuing to reduce their vacation balances.

Now that we have moved into a new academic year and COVID-19 continues to have an impact on our operations, the president’s cabinet has amended annual vacation accrual caps for non-represented staff. Currently, the maximum number of vacation days that may be accrued is 1.5 times the staff member's annual vacation rate. As of Sept. 1, 2021 the maximum vacation balance that can be carried by non-represented staff will be reduced from 1.5 to 1.0 times their level of annual accrual. For example, if you accrue 12 days per year, you will stop accruing any vacation time if and when your vacation balance reaches 90 hours (12 days x 7.5 hours = 90 hours).

With this new accrual policy in place, staff are no longer required to reduce vacation balances to 12 days by Dec. 31, 2020. Instead, they are encouraged to reduce their balances to 1.0 times their annual accrual by Sept. 1, 2021. If the number of hours in their vacation balance is above the new maximum on Sept. 1, 2021, they will be assigned to be on vacation until the balance is at the new maximum.

In addition, the president’s cabinet recognizes that COVID-19 may have changed how we are currently working, but it has not changed the university’s identity. Service to others and supporting those who are less fortunate has always been intrinsic to who we are as a university. Therefore, in support of the university’s mission, vision, and values, we are pleased that the cabinet has announced that effective Jan. 1, 2021, non-represented staff are eligible to take one day off per year, with pay, to participate in an activity that is in service to the community. Examples of such service include (but are not limited to) serving as an election worker, volunteering at a community agency, or participating in the work of a food bank, local school, or animal shelter. Staff can schedule this time in consultation with their supervisor, recording the service hours in USFWorks.

Thank you for all you are doing in support of USF, our students, and each other during these challenging times.

Sincerely,

Diane Nelson
Assistant Vice President, Human Resources