



Date: April 21, 2022

Subject: Vacation Minimum Requirement and Floating Holiday – Fiscal Year-End

Employees whose vacation and floating holiday balances are controlled by fiscal year-end should check My Leave Activity in Self Service and confirm their balances. Refer to [My Leave Activity instructions](#) in Self Service for more information. Depending on the bargaining unit, employees who have not met their vacation minimum requirement or used their floating holiday by June 30, 2022, will lose vacation leave and/or their floating holiday.

Questions?

If you have questions about this information, contact your Human Resources or Payroll office. If you don't know your contacts, you can obtain contact information from within Self Service: under **Need Assistance?**, select **Employee Contacts**.