



Date: October 27, 2015  
To: Permanent Staff w/ Paid Leave Benefits  
From: Ryan T. Burns  
Human Resources Manager  
414.266.7015  
Subject: 2015 Leave Use & Vacation/Comp Time Carryover Policy

With 2015 coming to a close, it's time to start thinking how you'll use your remaining leave. Below is State Fair Park's policy regarding use of 2015 leave and any carryover provisions:

- **PERSONAL HOLIDAY:** Personal Holiday hours must be used within the same calendar year provided and therefore, 2015 personal holiday hours must be used by [December 31, 2015](#) or they *will be lost*.
- **SATURDAY/LEGAL HOLIDAY:** There are four (4) remaining holidays in 2015 for which State Fair Park will be closed: Thursday, November 26 (Thanksgiving); Thursday, December 24 (Christmas Eve Day); Friday, December 25 (Christmas Day); and Thursday, December 31 (New Year's Eve Day). Eight (8) hours of Saturday/Legal Holiday time will be applied from your account to cover each holiday. In addition, your floating holiday for the Saturday, July 4 holiday can be used at any time and must be used by December 31, 2015 or it will be lost.
- **COMPENSATORY LEAVE:** Compensatory time is intended to be used within the same year it is earned and therefore, 2015 comp time should be used by [December 31, 2015](#). However, a limited amount may be carried over by filling out the request form linked below, which must be reviewed and signed by both your supervisor and department head. Comp Time approved to be carried over must be used by [December 31, 2016](#).
- **VACATION:** Employees should use their annual vacation by the end of each calendar year. However, up to 40 hours of unused vacation may be carried over to 2016 without supervisory approval. Employees who wish to carry over more than 40 hours must fill out the request form linked below, which must be reviewed and signed by both your supervisor and department head. *All* vacation hours carried over to 2016 must be used by [June 30, 2016](#) or they *will be lost*.

Employees who wish to carry over unused Vacation in excess of 40 hours and/or *any* unused Comp Time must complete the [2015 Carryover Vacation &/or Comp Time Request](#) form and submit it to their supervisor by **Monday, November 23, 2015**. Employees who do not submit a request are assumed to have a plan for using their unused vacation and/or comp time by December 31, 2015.

\*\*Employees who have elected to transfer unused Vacation to Term/Sabbatical credits should remember to subtract that amount from the unused Vacation currently shown in PTAWeb before determining whether any vacation in excess of 40 hours may need to be carried over.