

Notify employees of vacation balances before leave sweep

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March 1, 2014 by [\(not verified\)](#) [2]

Do you have employees who have accrued the maximum amount of vacation—or who are nearing the maximum? It's time to help them schedule a get-away.

This month, Employee Services will send your department the first of four leave sweep reports, which identify all employees on your team who are nearing, or have reached or exceeded CU's maximum allowed leave balance. The report allows you to update any incorrect leave information in the system before ES runs the leave sweep in July.

Use these reports to notify employees of their leave status, and arrange to use or donate it, if allowed, by the end of the fiscal year, June 30, 2014.

ES will run and send additional leave sweep reports in May and June, before it sweeps all leave after the July 2014 payroll is processed. You will receive a final report following the sweep with full results.

[vacation balance](#) [3]

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