

Start your spring cleaning with annual leave sweeps ^[1]

April 28, 2015 by [\(not verified\)](#) ^[2]

Do you have employees in your department who have accrued the maximum amount of vacation, or are getting close? Employee Services will be sending you a total of four leave sweep reports in the coming months.

The goal is to help you identify employees who have exceeded or are close to reaching vacation-accrual limits. If you find an error, use the reports to correct the leave report in the HRMS. You can also notify affected employees, and urge them to use or donate their time before June 30.

Employee Services will run a full sweep of leave records after the July 2015 payroll.

[leave](#) ^[3]

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