

Email Notice Reaching Maximum Vacation Accrual

This email notification shall be used by the Timekeeper to notify the employee and their supervisor that they will reach their maximum vacation accrual within 60 to 90 days per PPSM policy and collective bargaining agreements.

Note: if collective bargaining agreement stipulates a different *extension period* than four months, please make the correct adjustments to the date sent.

Copy and paste the information below into your email program.

Dear [Recipient Name]:

RE: Reaching Maximum Vacation Accrual Threshold

NAME (copy/paste from PPS)

EID (copy/paste from PPS)

DATE (date email communication sent)

This notice is to inform you that you will soon reach your maximum vacation accrual.

Please review the information on the Maximum Vacation Information Google Site [<https://sites.google.com/a/ucsc.edu/maximum-vacation-information/>] to understand your options and responsibilities. Note: If the hyperlink does not work, you can copy/paste the site information into your browser window.

Note: If you do not take action, your vacation accrual will be suspended once your maximum accrual threshold has been reached.

Sincerely,

[Your name / title]

Cc: Supervisor
Unit Head
File