IS YOUR PAID TIME OFF APPROACHING ITS MAXIMUM LIMIT?

HERE’S WHY IT MATTERS:

TAKE TIME FOR YOU!

To allow employees more flexibility for time away needs during the pandemic, the annual vacation time reset was paused for 2020. But your vacation time has kept accruing. So if you haven’t taken time off, you may be approaching your maximum limit. And if you don’t use the time over your maximum limit before 10/16/21, you’ll lose it! Nobody wants that!

VACATION TIME RESET:
OCTOBER 16, 2021

CHECK WORKDAY TO SEE IF YOUR TIME OFF IS MAXING OUT

Login to Workday and click the "Time Off" icon on the homepage.
Click View > Time Off Results by Period.
Under "Time Off Plans" select All Time Off Plans > Vacation;
for Periods, select 2021 and then the period beginning with 10/16/21;
then scroll down to the orange "OK" button.
Check the "Carryover Forfeited in Period" column;
that shows any vacation time you may lose.

MAKE PLANS NOW!

Don’t wait till the last minute! Work with your supervisor now to schedule time off between now and October 16, since they’ll need to account for workloads and timing with the rest of your team. It’s okay to make tentative plans that may change.

TIME OFF IS IMPORTANT!

Seriously - taking time off is vital for your wellbeing. You don’t need to take an entire week off at a time to refresh and ease stress. How about three-day weekends? Or leaving work at lunchtime for a week or two? Taking “microcations” can be less stressful in the long run, and still give you the benefits of time for yourself and the things that matter to you.

QUESTIONS?

Talk to your supervisor, or contact your HR representative!
hr.cornell.edu

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