

## Vacation Accruals Recommendation/Communication

We understand there are likely some employees who are struggling to find time within their schedules to take vacation days while working an altered schedule or working from home. We also recognize that finding the time to take can be a challenge, but **we encourage employees to utilize the vacation time they have earned**. This is especially important when they are at their maximum accrual amount, or close to it.

We also want to take this opportunity to remind employees that there are some alternative solutions to avoid maxing out vacation accruals. Employees who have four (4) years of service are able to [transfer vacation leave to sick leave](#). This is typically only allowable in June and December; however, due to our current circumstances, we are **permitting employees to convert their time immediately**. A maximum of **five (5) vacation days** may be converted to sick leave during a calendar year. Employees can transfer vacation leave to sick leave by filling out the [Transfer Vacation Leave to Sick Leave form](#) and sending it to [Payroll](#).

A charitable option for employees is to donate time to the Benevolent Association. This is a very impactful way that employees can come together to directly support their fellow colleagues. Employees are permitted to **donate a maximum of ten (10) days** to the [NKU Benevolent Association](#). To donate time to the benevolent fund, fill out the [NKU Benevolent Association Time Donation Form](#) and submit your information.

If employees are struggling to find time in which they can take off, we encourage them to speak with their manager about using their vacation time. If there are extenuating circumstances due to operational challenges, then please reach out to Human Resources to determine an overflow strategy.

Again, remember to take vacation time to allow yourself time for relaxation and recuperation. Employees who take time off are proven to be happier, more engaged, less stressed and healthier. Taking care of our families, our teams and ourselves during this time of great change must remain a top priority.