



****Sent on behalf of Lisa Abbott, MBA, SPHR,
Senior Vice President, Human Resources and Community Affairs ****

Temporary Increase to Vacation and Earned Time Accrual Caps

May 8, 2020

Dear Colleague:

We recognize that some of our employees have not been able to take vacation/earned time this spring due to their critical roles in the fight against COVID-19. As a result, some of our employees may be at or approaching their maximum vacation/earned time accrual cap. Given the powerful impact of the COVID-19 crisis on our workforce, we are making a temporary change to accrued paid time off.

To accommodate this extraordinary circumstance, and to avoid the loss of hard-earned paid time off, **we have temporarily increased the maximum accrual caps to 120 percent of current rates, effective May 17 through July 31, 2020.** This change is intended primarily for frontline employees and other essential employees whose roles during the pandemic are too crucial to permit vacations at this time.

A separate bank will be created to hold the overage, called the Temporary Bank Overflow. Employees will have until January 31, 2021 to exhaust hours in the overflow bank.

Please note:

- During the usage period of the Temporary Bank Overflow, you must exhaust those overage hours before drawing on the main accrual bank.
- Temporary Bank Overflow hours are “use-it or lose-it”— if the hours remain unused after January 31, 2021, they will be forfeited.
- If you are at or approaching your maximum vacation/earned time accrual cap and can take time off from work, please consider doing so to ensure you continue to accrue vacation/earned time hours.
- If you are on furlough and have hours in the Temporary Overflow Bank, you cannot go unpaid. You must use those hours effective immediately.

If you have any questions related to this temporary change, please ask your manager or contact the [HR Solution Center](#) by email or at 401-444-5265.

Thank you for your dedication during this challenging time.

Very truly yours,
Lisa Abbott