

Just a reminder that vacation eligible employees need to reach the minimum hour balance prescribed in their appropriate contract or compensation plan on at least 1 day of the fiscal year. If you do not, vacation hours in excess of 275 on July 1 will be reduced to 275. The vacation leave hours above 275 are forfeited.

I encourage you to meet with your supervisor now to evaluate taking time off if you have not had a balance of 275 hours or less this fiscal year. If you wait and have significant time to take off, it may not be possible to grant such a request as we get closer to the end of the fiscal year.

You can review your vacation leave balance on the Employee Self Service web site at [www.state.mn.us/employee](http://www.state.mn.us/employee)

After you login to the site...

Click on My Leave Activity

Click on Leave Activity By Plan tab on the bottom of screen

In the title bar "Click on Arrows to Move Between Leave Plans", click on blue arrow pointing to right one time

This will display your vacation leave balances. The **current year minimum balance** is displayed. You can immediately see if you have been at or below 275 in this fiscal year.