

Administrator Vacation Reporting

Good Afternoon,

Please read the notice below regarding vacation reporting for administrators.

As year-end approaches, please be sure to report any vacation time used or planned to be used through December 31. This needs to be approved and submitted to Payroll by the end of the year.

As announced by Human Resources in an email on Oct. 21st, any unused 2020 vacation time will carry over into the next calendar year and can be used until Dec. 31, 2021.

You can review your balances if you are on Kronos at (kronos.union.edu) or from your pay stub on Employee Online (eo.union.edu).