


LeaveTraq Reminder- End of Fiscal Year

As we approach the end of one fiscal year and enter a new, it is important to ensure vacation and sick leave balances are up to date and current. Please make a special effort to ensure all leave taken for fiscal year 2017 is entered into LeaveTraq and **completed** by close of business August 31, 2017. The document should either be completed (approved) or cancelled. (A Rejected document is **not** considered to be in a final state. It is still considered an active document.)

Again this year, the **lapsing** of excessive annual vacation leave into sick leave for employees who have balances that exceed the carry over limit will occur in early September. To view your carry-over limit and see if you are projected to lapse any vacation leave into sick leave:

- Log into [Single Sign On](#) and select LeaveTraq
- Once in LeaveTraq, your personal information is included at the top of the screen
- Click on the Show Details black button at the top under your name 
- Your Maximum Vacation Carry Over Amount and Projected Vacation Balance on 8/31 and Projected Vacation Lapse can be seen towards the bottom of the page.

To avoid any issues, please be sure all vacation taken during the current fiscal year 2016-17 is entered into LeaveTraq by close of

business August 31, 2017. (Note: Leave taken on the last days of August can be entered after returning to the office the following week.)

If you have any questions regarding LeaveTraq, or need any assistance with leave documents, please contact [Amy Browder](#), [Leave Specialist in the Employee Services Department](#) at ext. 9529 or browder@tarleton.edu

[Department of Employee Services](#)

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