

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
Bureau of Human Resources

December 27, 1993

**HUMAN RESOURCES MEMORANDUM 25-93**

**TO:** Directors of Administrative Services  
Personnel Managers  
Payroll Clerks

**SUBJECT:** Vacation Accrual for Confidential Employees

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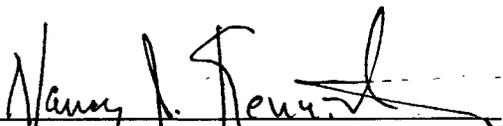
**REFERENCE:** Human Resources Memorandum 14-93, "Time Off Without Pay for MSEA and Confidential Employees"

The above referenced memorandum provided instructions for time off without pay for MSEA and confidential employees. In conjunction with this time off without pay, the waiver for maximum vacation accruals for MSEA employees was extended an additional year to January 1, 1996.

The purpose of this memorandum is to grant a similar waiver to confidential employees.

Maximum vacation accumulation limits for confidential employees will be waived until December 31, 1995. No vacation credits in excess of the maximum accumulation may be carried forward to 1996. In the event that a confidential terminates employment or transfers between departments, cash compensation for accumulated vacation cannot exceed maximum accumulation limits.

Thank you.

  
Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES