**Use Or Lose Vacation Basics**

Each year, staff can only carry over the equivalent of the amount of leave they earn in one fiscal year.

Any vacation leave earned above that carry-forward amount will disappear at the end of the fiscal year.

The Lehigh fiscal year runs from July 1 to June 30.

**Use or Lose Vacation Tips**

Use your Floating Holidays first. These do not carry over.

Monitor your leave balances using Timeclock Plus or Banner Self-Service.

Remember that the payroll system is one pay period behind.

**Final Thoughts**

Whether you take one day of vacation to stretch out a weekend or one week for a family adventure, your vacation leave is yours to enjoy. Plan as much as you can well in advance and make sure you don’t lose any when July 1st comes around.