# HR/Pay address: [hr.ku.edu](https://hr.ku.edu/)

# [Vacation](https://humanresources.ku.edu/vacation-leave) Accrual

Are you wondering if you have accrued the maximum vacation hours for this fiscal year? You can see your Fiscal Year accruals in the Absence Balances tile in [HR/Pay](https://hr.ku.edu/). Accruals are as of the end of the previous pay period. (Supervisors may also view balance details, see end of document.)

[*Time and Absence*](https://hr.ku.edu/) tile*>Absence Balances,* click on the *Vacation Leave Balance*

Balance details will open to show vacation *Earned* field for the current Fiscal Year.

An eligible employee may earn up to 176 hours of Vacation each fiscal year and have a maximum balance of 304 hours. If the Earned hours are 176 as of the 22nd paycheck of the Fiscal Year, the employee will not accrue again until the completion of the first payroll period of the new fiscal year. (8 hours X 22 payroll periods = 176 hours) See [payroll.ku.edu](https://payroll.ku.edu/) for Calendars.

If an employee continues to accrue vacation beginning with 23rd payroll period, this means they have not accrued the full 176 hours for the Fiscal Year. The employee would continue accruing until they reach 176 hours or until the end of the fiscal year, whichever comes first.

If an employee is at the 304-hour maximum vacation balance at the end of any pay period, they will not earn accruals for that pay period. An employee may earn partial accruals in a payroll period if the balance reaches the 304 maximum hours.

You may follow the same process above for all absence types to review balances, takes and accruals.

[Sick](https://humanresources.ku.edu/sick-leave) leave accrues on each payroll period for eligible employees and does not have a maximum balance.

## Supervisors:

To view employee’s balances, takes and accruals use the [*Team Time & Absence*](https://hr.ku.edu/) tile > *Absence Balances (left menu) >* Select a team member (>) thenclick on an Absence (>) to view the details.