

**E**-news  
ADMINISTRATIVE SERVICES



TEXAS A&M  
AGRILIFE

May 3, 2021

TO: Texas A&M AgriLife On & Off Campus Unit Contacts

SUBJECT: Potential Year End Lapse of Vacation Hours

Please remind employees to review their vacation carryover balance to find out how many hours (if any) could potentially roll over into sick leave on 9/1/21. Employees should discuss any time off requests with their supervisor in advance.

Attached are instructions on how to view your vacation carryover balance.

For questions, contact: Doris Tykal at [dmtikal@ag.tamu.edu](mailto:dmtikal@ag.tamu.edu) or (979) 845-2361

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