



Dear Staff,

At DePaul, we value the hard work and dedication of our staff and remain committed to supporting your well-being and work-life balance. From time to time, we need to make adjustments to these programs to better align with operational and budgetary goals. Please review the important updates below, which are effective starting today.

Expanded Summer Hours (This Year Only)

This summer, full-time staff will have even more flexibility and time to recharge with **five summer hours days**—up from three. You will also have more flexibility in how you use them.

You can now take summer hours in **increments as small as one hour** and use them **any day of the week**. Whether you want to leave early, take a half day, or enjoy a full day off, the choice is yours.

- The summer hours program runs from **Monday, June 16 through Friday, September 5**.
- For staff in the **College of Law**, summer hours will run from **Monday, May 26 through Friday, August 22**, in line with the college's semester schedule.

All summer hours must be recorded in **BlueSky** by selecting Summer Hours under Absence Type when entering your time. You can find more details on the [Paid Holidays and Absences page](#).

Vacation Carryover Policy Update

As part of our efforts to support long-term financial sustainability while continuing to offer strong benefits, we are updating the **vacation carryover policy**. Starting this year, the **vacation carryover limit** will be reduced from **ten days to five days**. This change supports our FY26 budget planning and contributes to the long-term financial viability of DePaul, as [university leaders shared yesterday](#).

If you have more than five unused vacation days as of **December 31, 2025**, any extra time will be forfeited. We encourage you to start planning now so you can use your earned time off. As always, we encourage open conversations between employees and managers to plan time off in a way that ensures smooth operations while allowing everyone to enjoy their well-earned breaks.

Thank you for all you do.

Warmly,
DePaul Human Resources