

## 2023 Vacation Accrual Policy Change (non-California, U.S. coworkers only)

Currently in 2022, unused vacation time rolls over month-to-month and accumulates until you have a maximum of 1.5 times your annual vacation accrual in your vacation bank. Under the **updated policy**, which will be effective with the first day of the first pay period in 2023, unused vacation time will roll over month-to-month and accumulate until you reach a maximum equal to 1 time your annual vacation accrual. The first day of the first pay period in 2023 is December 18, 2022. Additional information can be found in the **FAQ**. PTO is an important way for coworkers to recharge and refuel. Please continue to use your PTO and enjoy your time off!

To view your current leave balances, visit [Connect > Coworker Resources > Time Management > Leave Balances](#).