**Sample - Communication to share with impacted employees:**

Good afternoon,

You are receiving this communication as notice regarding your monthly vacation accrual for March 2025.

For the month of March 2025, you were near the vacation accrual cap (350 hours) and you also requested time off or leave payout on Mar. 31, 2025. This situation caused your March vacation accruals to calculate incorrectly.

Department of Administrative Services (DAS) Workday Program made an adjustment to correct your vacation balance. DAS Workday Team is actively working on a resolution to this issue with an anticipated fix by the end of April 2025.

Please follow up with Insert Agency Contact if you have any questions about your March 2025 vacation accrual.

Thank you,

Insert Agency Contact