

# HUMAN RESOURCES DIVISION



**To:** All Executive Department Employees  
**From:** Jeff McCue, Chief Human Resources Officer  
**Date:** December 30, 2021  
**Subject:** Further Extension of Use or Lose Deadlines

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I am pleased to share the news that we are further extending calendar year 2020 and 2021 "use or lose" deadlines for vacation and personal time for **managers** and **bargaining unit employees**.

**Key Details:**

- The use or lose deadline for calendar year 2020 has been further extended to the pay period inclusive of January 14, 2023.
- The use or lose deadline for calendar year 2021 has been further extended to the pay period inclusive of January 14, 2023.
- The previously announced deadlines for calendar years 2022 and 2023 use or lose time have not been changed.
- No action is necessary – employees will be notified of any at-risk balances in advance of each use or lose deadline.
- Members of MCOFU whose use or lose plans are based on a fiscal year will have guidelines adjusted accordingly and will receive additional communication.

**The "Use or Lose" period will be extended according to the following schedule.**

**Calendar Year 2020**

Previous Deadline: Pay period ending 1/1/2022  
Revised Deadline: Pay period inclusive of 1/14/2023

**Calendar Year 2021**

Previous Deadline: Pay period ending 9/24/2022  
Revised Deadline: Pay period inclusive of 1/14/2023

**Calendar Year 2022**

Deadline: Pay period ending 4/22/2023

**Calendar Year 2023** *(back to normal)*

Deadline: Pay period inclusive of 12/31/2023

*\*MCOFU use or lose plans are based on a fiscal year calendar; deadlines will be adjusted accordingly. Additional information will be communicated to MCOFU employees.*

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**Take Time to Unplug:**

Despite this added flexibility, taking time off to rest and recharge is essential for our mental health and well-being. We encourage you to take advantage of these extensions and speak with your supervisor about taking time off over the coming months.

**Resources:**

- Please contact your Agency HR Office with any questions.
- The Mass4You [Employee Assistance Program](#) is available to GIC benefit-eligible employees and their families.

Sincerely,

**Jeff McCue**  
Assistant Secretary and Chief Human Resources Officer  
The Commonwealth of Massachusetts  
Human Resources Division