



# 2020 Annual Leave Adjustments

Each year, an annual leave adjustment ensures that employees do not carry forward more than two times the amount the employee is currently eligible to accrue.

Therefore, with the 2020 annual leave adjustment, any employee that has leave accumulated over their maximum accrual carryover per the chart below will have their leave balance adjusted back to the maximum accrual amount. The maximum accrual carryover is based on years of service, exemption status and full time equivalency (FTE). Accrual hours and maximums are prorated if less than 1.00 FTE. The last day to use any excess accrual leave for monthly employees and bi-weekly employees is December 31, 2020.

## **Exempt (monthly) Employees:**

Leave used on or before December 31, 2020 will be reported on the monthly leave report and will be recorded on the January 2021 paycheck. Annual leave reconciliation will be reflective on the February 2021 paycheck. The February 2021 balance will include maximum carry forward from December, plus accruals for January and February, less any January usage.

<b>Exempt (Monthly) Employee Annual Leave Accrual Chart</b>				
After Year(s) Service	<b>37.5 Hour Schedule</b>		<b>40 Hour Schedule</b>	
	Annual Accrual Hours	Max. Carryover Hours	Annual Accrual Hours	Max. Carryover Hours
<1	112.50	112.50	120.00	120.00
1	120.00	240.00	128.00	256.00
2	127.50	255.00	136.00	272.00
3	135.00	270.00	144.00	288.00
4	142.50	285.00	152.00	304.00
5	150.00	300.00	160.00	320.00
6	157.50	315.00	168.00	336.00
7+	165.00	330.00	176.00	352.00

## **Non-Exempt (bi-weekly) Employees:**

Leave used on or before December 31, 2020 will be reported on the bi-weekly time sheet (for the pay period December 18, 2020 to December 31, 2020) and will be recorded on the January 8, 2021 paycheck. Annual leave reconciliation will be reflective on the January 22, 2021 paycheck. The January 22, 2021 balance will include maximum carry forward balance and the accrual for the period ending January 14, 2021.

<b>Non-Exempt (Bi-weekly) Employee Annual Leave Accrual Chart</b>				
After Year(s) Service	<b>37.5 Hour Schedule</b>		<b>40 Hour Schedule</b>	
	Annual Accrual Hours	Max. Carryover Hours	Annual Accrual Hours	Max. Carryover Hours
<1	75.00	75.00	80.00	80.00
1	82.50	165.00	88.00	176.00
2	90.00	180.00	96.00	192.00
3	97.50	195.00	104.00	208.00
4	105.00	210.00	112.00	224.00
5	112.50	225.00	120.00	240.00
6	120.00	240.00	128.00	256.00
7	127.50	255.00	136.00	272.00
8	135.00	270.00	144.00	288.00
9	142.50	285.00	152.00	304.00
10	150.00	300.00	160.00	320.00
11	157.50	315.00	168.00	336.00
12	165.00	330.00	176.00	352.00