

2016 Annual Leave Reconciliation Guidelines

The purpose of this memorandum is to outline the annual leave reconciliation process. The University's annual leave policy (PER 4.04) was amended July 1, 2010 to provide that employees could accumulate up to three times the amount of annual leave which the employee is currently eligible to accrue during a 12-month period; provided, however, that the maximum leave balance shall be two times the amount which the employee is currently eligible to accrue upon (1) carry forward from June 30 to July 1 each year, (2) transfer from one department to another department (unless the hiring department accepts the transfer of additional leave), and (3) payment upon separation from employment.

The policy requires an annual reconciliation process to ensure that employees do not carry forward more than two times the amount which the employee is currently eligible to accrue from June 30 to July 1. Annual leave accrual is based on employment status (P&A or Classified), years of service (because of our graduated leave accrual rates), and full-time- equivalent of the employee's appointment (*with employees less than 1.0 FTE earning a prorated number of hours of leave per pay period*).

For full-time employees at the maximum accrual rate of 22 days per year, the June 30 to July 1 carry forward leave balance may not exceed 330 hours for employees with 37.5 hr/wk schedules and 352 hours for employees with 40 hr/wk schedules. **During the 2016 Annual Leave Reconciliation process, the maximum leave accrual limits will be appropriately prorated by years of service and FTE for each employee.**

Annual Leave Reconciliation for P&A Staff

- The last day for employees to use any excess leave or donate any excess leave to the catastrophic shared leave pool is June 30, 2016.
- Leave used or donated on or before June 30, 2016 will be reported on the monthly leave report and will be recorded on the July 29, 2016 paycheck.
- Annual leave reconciliation will be reflective on the August 31, 2016 paycheck. The August 31, 2016 balance will include maximum carry forward from June, plus accruals for July and August, less any July usage.
- Any excess leave will then be forfeited, with no provision for further carry forward or donation to the shared leave pool.

Annual Leave Reconciliation for Classified Staff

- The last day for employees to use any excess leave or donate any excess leave to the catastrophic shared leave pool is June 30, 2016.
- Leave used or donated on or before June 30, 2016 will be reported on the bi-weekly time sheet (for the pay period June 24 to July 07) and will be recorded on the July 15, 2016 paycheck.
- Annual leave reconciliation will be reflective on the July 29, 2016 paycheck. The July 29, 2016 balance will include maximum carry forward from June, plus accrual and usage through July 21, 2016.
- Any excess leave will then be forfeited, with no provision for further carry forward or donation to the shared leave pool.

If you will have excess leave, please consider making a donation to the shared leave pool by the applicable deadline. Information regarding catastrophic shared leave can be found at <http://louisville.edu/hr/itemsofinterest/sharedleavepolicychanges.pdf>

Please direct questions to HR at 852-6258 or hradmin@louisville.edu.

Professional/Administrative Annual Leave

After Year(s) of Service	37.5 Hrs/Wk Schedule		40 Hrs/Wk Schedule	
	Annual Accrual	Maximum Leave Accrual Carryover	Annual Accrual	Maximum Leave Accrual Carryover
	Hours	Hours	Hours	Hours
<1	112.50	112.50	120.00	120.00
1	120.00	232.50	128.00	248.00
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

Classified Annual Leave

After Year(s) of Service	37.5 Hrs/Wk Schedule		40 Hrs/Wk Schedule	
	Annual Accrual	Maximum Leave Accrual Carryover	Annual Accrual	Maximum Leave Accrual Carryover
	Hours	Hours	Hours	Hours
<1	75.00	75.00	80.00	80.00
1	82.50	157.50	88.00	168.00
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