

## 2017 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 2017 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 is June 30, 2017.

**Exempt (monthly) Employees:** Leave used on or before June 30, 2017 will be reported on the July paycheck. The leave adjustment will be reflected on the August paycheck.

<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	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

**Non-Exempt (bi-weekly) Employees:** Leave used on or before June 30, 2017 will be reported on the July 14, 2017 paycheck. The leave adjustment will be reflected on the July 28, 2017 paycheck.

<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	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

Please direct any questions to HR at 852-1948 or [comphr@louisville.edu](mailto:comphr@louisville.edu).