

2018 Annual Leave (Vacation 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 2018 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 29, 2018.

Exempt (monthly) Employees: Leave used on or before June 29, 2018 will be reported on the monthly leave report and will be recorded on the July 30, 2018 paycheck. Annual leave reconciliation will be reflective on the August 30, 2018 paycheck. The August 30, 2018 balance will include maximum carry forward from June, plus accruals for July and August, less any July usage.

Exempt (Monthly) Employee Annual Leave Accrual Chart				
After Year(s) Service	37.5 Hour Schedule		40 Hour Schedule	
	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 29, 2018 will be reported on the bi-weekly time sheet (for the pay period June 22 to July 05) and will be recorded on the July 13, 2018 paycheck. Annual leave reconciliation will be reflective on the July 27, 2018 paycheck. The July 27, 2018 balance will include maximum carry forward from June, plus accrual and usage through July 20, 2018.

Non-Exempt (Bi-weekly) Employee Annual Leave Accrual Chart				
After Year(s) Service	37.5 Hour Schedule		40 Hour Schedule	
	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.