

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 2019 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 is June 28, 2019 and bi-weekly is June 30, 2019.

Exempt (monthly) Employees:

Leave used on or before June 28, 2019 will be reported on the monthly leave report and will be recorded on the July 30, 2019 paycheck. Annual leave reconciliation will be reflective on the August 30, 2019 paycheck. The August 30, 2019 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	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 June 30, 2019 will be reported on the bi-weekly time sheet (for the pay period June 21 to July 4, 2019) and will be recorded on the July 12, 2019 paycheck. Annual leave reconciliation will be reflective on the July 26, 2019 paycheck. The July 26, 2019 balance will include maximum carry forward balance and the accrual for the period ending July 18, 2019.

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	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