



2021 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 2021 annual leave adjustment, any employee that has leave accumulated over their maximum accrual carryover will have their leave balance adjusted back to their 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, 2021.

Exempt (monthly) Employees:

Leave used on or before December 31, 2021 will be reported on the monthly leave report and will be recorded on the January 2022 paycheck. Annual leave reconciliation will be reflective on the February 2022 paycheck. The February 2022 balance will include maximum carry forward from December, plus accruals for January and February, less any January 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 December 31, 2021, will be reported on the bi-weekly time sheet (for the pay period December 31, 2021, to January 13, 2022) and will be recorded on the January 21, 2022 paycheck. Annual leave reconciliation will be reflective on the February 4, 2022 paycheck. The February 4, 2022 balance will include maximum carry forward balance and the accrual for the period ending January 27, 2022.

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

Please direct any questions to leaveadm@louisville.edu.