



Annual Leave Adjustment

Each year on December 31st, an annual leave adjustment ensures that employees do not carry forward more than two times the amount the employee is currently eligible to accrue.

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 31st of the current calendar year. This change will be reflected in Workday on January 1st.

Exempt (monthly) Employees:

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:

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.