

To: Staff and Administrators

From: Krista Leitch Walker
Vice President of Strategic Talent Management

Subject: 2020 Staff Leave Reporting and Carry-over

Date: November 9, 2020

With the end of calendar year 2020 approaching, I want to take this opportunity to remind staff and administrators of the College’s annual and personal leave carry-over limits and deadlines.

The following table outlines the amount of unused annual and personal leave full-time* staff and administrators may carry-over into the next calendar year.

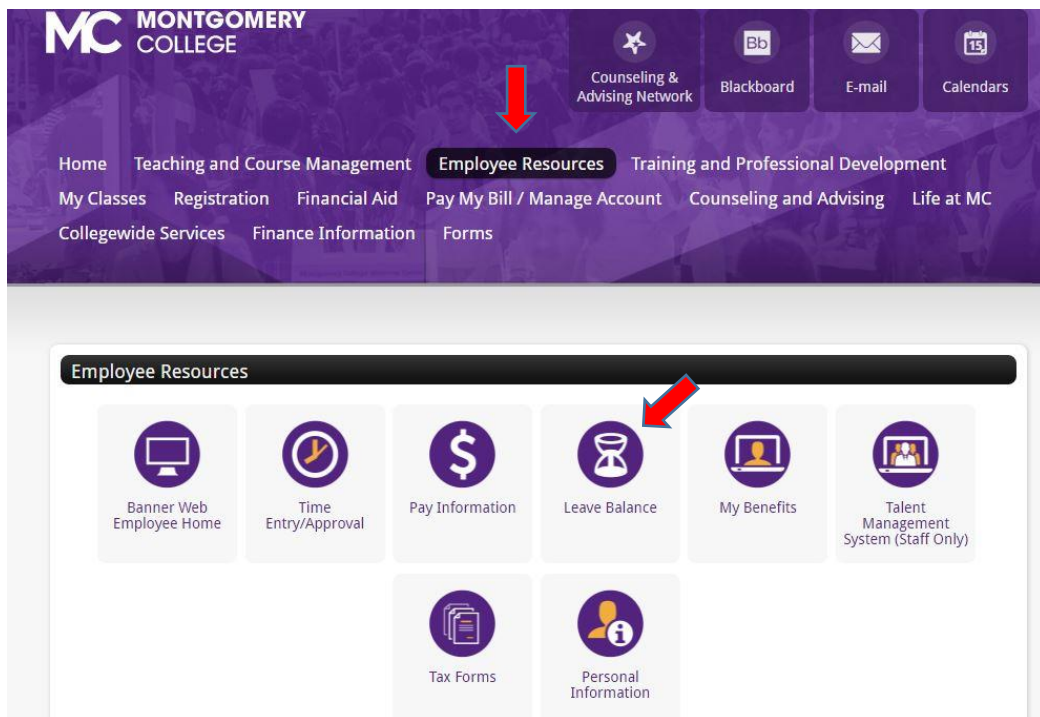
| Length of Service | Leave Earned Per Pay Period | Leave Days Earned in Year | Leave Hours Earned in Year | Annual Carry-Over Maximum |
|--|--|---------------------------|----------------------------|---------------------------|
| ANNUAL LEAVE (AL) Vacation, rest and relaxation, personal business, supplemental sick/medical | | | | |
| 0–3 years | 4.61 hours per pay | 15 days per year | 120 hours per year | 120 hours |
| 3 –15 years | 6.15 hours per pay | 20 days per year | 160 hours per year | 160 hours |
| 15 years or more | 8.0 hours per pay | 26 days per year | 208 hours per year | 208 hours |
| PERSONAL LEAVE (PL) Personal business obligations or unplanned events or emergencies; may include religious observance | | | | |
| N/A – Same amount each year | N/A – All 24 hours granted on January 1 st or day of hire | 3 days per year | 24 hours per year | None – Use or Lose |

*Note: The accrual and carry-over maximum for part-time employees is pro-rated according to the proportion that the workweek is to a 40-hour workweek.

Annual Leave (AL): The last day to use AL in calendar year 2020 is **Wednesday, December 23, 2020**. Any unused AL exceeding the annual carry-over maximum will be lost as of December 24, 2020. Given the many uncertainties that lie ahead in 2021, such as the status of the College’s budget and operations, **there will be no exceptions to the leave carry-over maximum granted this year**. This is consistent with our full-time faculty and department chairs who also received no exceptions to their leave carry-over maximums last summer.

Personal Leave (PL): The last day to use PL in calendar year 2020 is also **Wednesday, December 23, 2020**. Unused personal leave cannot be carried-over and, therefore, any remaining PL will be lost as of December 24, 2020.

Finding Your Leave Balance: Employee leave balances may be viewed via MyMC within the “Employee Resources” tab by clicking the “Leave Balance” icon (see illustration below).



We encourage our staff and administrators to take time to step away from work, rejuvenate, and attend to personal and family needs and interests. Please communicate and work with your supervisor to ensure that you can do so. Additionally, we encourage our supervisors to work with their teams to allow employees to take leave, while ensuring adequate staff coverage.

Should you have any questions concerning leave accrual and carry-over limits, send an email to: LeaveRequest@montgomerycollege.edu and a member of the HRSTM will be more than happy to assist you.